

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
October 7, 2026, 7:00 pm**

Zoom instructions below

Business Items	
1. Call to Order	7:00 pm
2. Agenda Review	
3. Proposed Executive Session (employment of public employees)	7:05 pm
4. Public Comment	7:35 pm
5. Town Administrator Report	
6. Road Foreman Report	
7. Items for Discussion or Vote a. Better Roads Grant (FY 2027) b. Two Rivers Shared Services Survey c. Sale of Older F550 d. Additional Sand Purchase e. Town Garage Land Acquisition f. Winter Plowing RFP Addendum No. 1 g. Paving Reclamation RFP h. Culvert #59 Replacement RFP i. Traffic Patrols j. Appointment of Title VI Coordinator k. FY 2028 Budget Scheduling l. New Town Website – ADA Compliance m. Warrants n. Approval of September 16, 2026 Minutes	7:45 pm
8. Meeting Wrap Up a. Correspondence b. Review of Assignments c. Agenda for Next Meeting	9:15 pm
9. 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

Fw: Press Release - Agency of Transportation Announces Funding Opportunity through Better Roads Program

1 message

Rita Seto <rseto@trorc.org>
To: Rita Seto <rseto@trorc.org>

Fri, Sep 18, 2026 at 8:00 AM

FY28 Better Roads grant opportunity is now open! Applications are due Friday Oct. 30, 2026. As previously mentioned at the last Road Foreman and TAC meeting, I'm scheduling post construction site visits for Grants in Aid projects and I can scope out your projects while I'm out there if your town is interested in an application.

Let me know if you need application assistance!
Thanks
Rita

Rita Seto, AICP | Senior Planner



128 King Farm Road | Woodstock, VT 05091

802-457-3188 x3004 or cell: 802-281-2927

trorc.org | [facebook](#) | [youtube](#)

This email is not a legal opinion and is part of the public domain.

From: Vermont Local Roads Program <VT-LOCALROADS@LISTSERV.VERMONTLOCALROADS.ORG> on behalf of AOT - Vermont Local Roads <AOT.VermontLocalRoads@VERMONT.GOV>

Sent: Thursday, September 17, 2026 12:59 PM

To: VT-LOCALROADS@LISTSERV.VERMONTLOCALROADS.ORG <VT-LOCALROADS@LISTSERV.VERMONTLOCALROADS.ORG>

Subject: Press Release - Agency of Transportation Announces Funding Opportunity through Better Roads Program



FOR IMMEDIATE RELEASE
September 17, 2026

Contact:
Ross Gouin, Agency of Transportation
802-595-2381, Ross.Gouin@vermont.gov

**Agency of Transportation Announces Funding Opportunity
through Better Roads Program**

30th year of funding in support of municipal roads

Barre, Vt. – The Vermont Agency of Transportation (AOT) is pleased to announce the thirtieth year of funding to support projects on municipal roads that improve water quality and result in maintenance cost savings. The grant funds are provided by the AOT in partnership with the Vermont Agency of Natural Resources. The Vermont Better Roads Program promotes the use of erosion control and maintenance techniques that save money while protecting and enhancing water quality throughout the state.

The application scoring of the Better Roads Program is intended to be in line with the State's Clean Water Act (Act 64), as well as the Municipal Roads General Permit (MRGP). In an effort to prioritize funding for projects that provide significant water quality improvements, applicants must indicate whether the projects that they intend to construct will be in full compliance with the MRGP. Please see the application and scoring sheet for more information, and contact the Better Roads staff with any questions.

Applications for funding will be accepted until October 30, 2026.

For the most up-to-date information and/or to download a copy of the application, visit [the Better Roads page on our website](#).

For project and program technical information:

Dan Judkins, 802-595-6184, BetterRoads@vermont.gov

For funding or general program questions:

Ross Gouin, 802-595-2381, Ross.Gouin@vermont.gov

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To unsubscribe from the VT-LOCALROADS list, click the following link:
<http://listserv.vermontlocalroads.org/scripts/wa-VLRDS.exe?SUBED1=VT-LOCALROADS&A=1>

VTrans Better Roads Application FY28

Category B, C, D

Please complete this page ONCE and return with all supporting documentation.

Municipality:

Town Remit to/mailing Address:

Primary Contact Person:

Primary Contact E-mail:

Primary Contact Phone:

SAM Unique ID #:

Fiscal Year End Month (MM):

Town Clerk / Admin E-mail:

Road Foreman Name:

Road Foreman E-mail:

Please complete one application per project.

Please check the Category you are applying for (only check one):

☐ B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation

☐ C. Correction of a Stream Bank, Lake Shore or Slope Related Problem

☐ D. Structure/culvert 36" diameter or greater

Municipality:

Road Name:

Town Highway:

Structure # (if applicable):

Road Type:

Road Class:

Please provide a thorough description of the erosion/water quality problem

(example: Roadway has steep slope with no ditch which is causing severe roadway erosion, which outlets into the Lamoille River):

Has the town completed an MRGP compliant road erosion inventory?

Number of structures/culverts replaced/repared:

Average slope of roadway:

Provide a highly detailed map of project location showing start and end points.

Provide a sketch of project location showing distances and project details.

Please describe the project and how it will create a positive water quality benefit
(example: Reshape 500' of ditch and line with 12 inch minus stone, to prevent sediment from entering the Lamoille River at the bottom of the hill):

Please provide the Municipal Roads General Permit (MRGP) Road Segment ID (RSID(s)) for your project. If several, please list all. Grantees understand that to be eligible under the Better Roads Program, the RSID must be out of compliance with the MRGP. By signing the grant agreement, grantee understands that the performance measurement will be upgrading all RSID(s) outlined in this application into full MRGP compliance by implementation and documenting this in the MRGP portal.

All projects require a review of potential impacts by our environmental team. To expedite the review process, please check the boxes below that describe existing structures/conditions to be replaced/maintained (if any) and the project description that applies (if any).

Please outline existing conditions:

- ☐ Steel/Plastic Culvert
- ☐ Stone Culvert (Take good photos and include with application.)
- ☐ Concrete Box culvert
- ☐ Concrete Bridge
- ☐ Rolled Beam/Plate Girder Bridge
- ☐ Foundation remains, mill ruins, stone walls (Take photos and include with application.)
- ☐ Stone abutments or piers, (Take photos and include with application.)
- ☐ Buildings within 300 feet of work. (Take photos and include with application.)

Please outline project features/work to be performed:

- ☐ New ditches will be established
- ☐ Reestablishing existing ditches only
- ☐ The structure is being replaced on the existing location/alignment.
- ☐ Excavation within a flood plain. (Take photos and include with application.)
- ☐ Excavation within 300' of a river or stream. (Take photos and include with application.)
- ☐ Tree cutting / clearing. (Take photos and include with application.)
- ☐ All work will be completed within the existing roadway/shoulder (no ROW needed.)
- ☐ Road reclaiming, reconstruction, realignment or widening.
- ☐ Temporary offroad access is required.

Please list any professionals or partners that assisted with planning this project
(ANR River Management Engineer, Army Corps of Engineers, VTrans staff, Basin Planner, RPC staff, etc.):

Is the project located in the town “Right of Way?

Please be aware, Municipalities are required to have an Agreement for Entry & Liability Release for any impacted properties (prior to the start of construction.)

Budget:

Please attach a project budget worksheet to your application that outlines all costs. Breakouts for labor, equipment and materials are expected. If quotes have been provided by a contractor, please include these. If you need assistance with this, please contact Better Roads staff.

Are you applying to other grant programs to help fund this project? If so, what programs? Click to describe if the project is dependent on other funding sources or could be entirely funded with this application.

Please note that Better Roads requires a 20% local match and Better Roads funding may not be used as match for other state or federally funded programs.

Requested Grant Amount Max:

Category B = \$20,000

Category C = \$40,000

Category D = \$60,000

Requested Grant Amount: \$

+ Local Match Amount : \$

= Total Project Cost:\$

Estimated Completion Date:

Required Attachments:

Please use the documentation checklist below to ensure that all of the relevant items regarding your application have been included. **It is preferred that your application is a single PDF file.**

- Completed grant application
- Itemized Cost estimate for labor, equipment, and materials. If applicable, please break down funding by source (i.e. different grant sources).
- Detailed Project Location Map
- Sketch of proposed project and erosion control measures or other management practices, including distances in feet
- Also show approximate location of town/other right-of-way and/or property lines and limits of work
- Other appropriate supporting documents.
- Photos of existing project conditions (a minimum of 2 required per segment.)

Please make sure there are enough photos to get a good idea of the project area.

Certification of Application:

Name:

Title:

By signing this application, I certify that all the information provided is accurate to the best of my knowledge. We will comply with all the requirements of the grant including making our books available for audit if required.

Signature:

Shared Services Survey

Dear Selectboard Member,

Local governance isn't getting easier. New programs, laws, regulations, and technological challenges frequently require additional staffing and expertise that many towns struggle to provide. TRORC may be able to help. Completing and returning the enclosed Shared Services Survey will help gauge member town interest in getting additional staffing and expertise, either by sharing staff with other towns, creating an in-town position, or obtaining services directly from TRORC.

Your responses are very important and will directly impact TRORC's discussions of future services. The more surveys we get back, the better your interests will be represented.

If you have any questions about the purpose or use of the enclosed survey, please contact me by phone: 802.457.3188, or by email: pgregory@trorc.org.

Sincerely,

Peter G. Gregory, AICP | TRORC Executive Director



To take this survey online, scan this QR code or go to
<https://forms.cloud.microsoft/g/hQ2v9SYtps>

William B. Emmons, III, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

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Newbury ~ Norwich ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royallton ~ Sharon ~ Stockbridge ~ Strafford ~ Thetford
Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock

Shared Services Survey

Survey Information

- This survey will take approximately 3 minutes to complete.
- Results will be published in aggregate in the TRORC newsletter.
- There is space at the end of this survey for comments.

Town Interest in Shared Services

Town staffing and capacity challenges could potentially be addressed through collaboration and shared services.

TRORC could (1) host a shared-service position and contract with towns to cover their needs, or (2) help towns create a joint contract for the position, which would be filled and housed at the town level, or (3) help towns draft a shared contract for a third-party organization.

TRORC already offers shared services through the Shared Energy Coordinator and Shared Municipal Administrative Assistant.

1. Please indicate which positions your town might want to fill with a shared approach in the next few years. (Select all that apply) *

- ☐ Grants Manager- identify and apply for grants, administer grants
- ☐ Road Foreman- manage road crew and road projects
- ☐ Town Manager- manage day to day and long-range town operations
- ☐ Town Administrator/Administrative Assistant- assist the selectboard with administrative tasks
- ☐ Zoning Administrator- administer permitting processes
- ☐ Information Technologies (IT) Manager- manage hardware and software, technical issues, town databases
- ☐ Other (please describe)- _____
- ☐ We are not interested in any position or discussion at this time.

2. What is your Town's time frame to implement shared services? *

- ☐ As soon as possible (FY28 Budget)
- ☐ Next budget cycle (FY29 Budget)
- ☐ In the next five years
- ☐ Want to learn more

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Shared Services Survey

Town Staffing

Selectboard members requested the following information on how positions are filled in the region.

3. Please share how the following positions are filled in your town. *

Check one box per row.

Position	Appointed	Elected	Contracted	Not Filled
Auditor				
Collector of Delinquent Taxes				
Constable				
Lister / Assessor				
Treasurer				
Town Clerk				
Road Commissioner				

If there is anything else you want to share with regard to shared services or regional collaboration or your town's needs, please provide comments here.

Survey Respondent Information:

Name: _____ Title: _____ Town: _____

Telephone: _____ Email: _____

☐ Please contact us for a follow-up discussion and additional information.

THANK YOU FOR FILLING OUT THIS SURVEY!

We will publish the results in aggregate in the upcoming newsletter.

Please return your completed survey in the enclosed envelope by **Friday October 30, 2026** to:

TRORC, 128 King Farm Rd, Woodstock, Vermont, 05091

William B. Emmons, III, Chair ~ Peter G. Gregory, AICP, Executive Director

128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

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HOLT GILMOUR SURVEY ASSOCIATES

Steve Chamberlin,
Town of Pomfret
5218 Pomfret Road, North Pomfret, VT 05053
[REDACTED]

July 17, 2026

Dear Steve,

We are pleased to present the following proposal for professional surveying services regarding property at 100 Labounty Road, North Pomfret, VT. We understand that you would like a Boundary Line Adjustment survey resulting in approximately 1.25 acres of land being adjusted from the lands of Edmond D. Kellogg (Parcel#3501) to the Pomfret Town Garage (Parcel #1101) with the adjusted line in red, as shown on the attached sketch. If Edmond Kellogg wanted any other corners marked on the remainder of his property, that would fall under a different scope of services. We have prepared the following scope of services to accomplish these objectives. Please note that this scope does not include any permitting services, if applicable. Please note that all work will be performed in conformance with Rules of the Board of Land Surveyors, Part 5, Standards for the Practice of Land Surveying. A copy of this document is available upon request.

Scope of Services – Boundary Line Adjustment Survey: 100 LaBounty Road, North Pomfret VT.

1. Research

We will prepare a Survey Abstract of the subject properties. This is a search for those documents that form the legal basis for the location of boundaries. It also includes a search of the title to adjoining properties. Sources of information include the Land Records, conversations with landowners, our own records, and those of other surveyors.

2. Field Survey

We will perform reconnaissance and make sufficient measurements in the subject area to locate existing physical evidence of boundaries, evidence of possession, and selected other features near the perimeter. Measurement points are marked with 8" spikes for future use. These spikes and flagging are not necessarily coincident with the boundary at this time.

3. Analysis & Computations

We will perform computations and analysis of field measurements and Land Record information to map the locations of evidence found and to develop professional opinions regarding boundary locations. Any unusual problems will be reported to you at this time.

4. Survey Plat

We will prepare a survey plat of the subject boundaries detailing the results of the survey and provide a PDF for your review. Upon your approval, Town Boundary Line Adjustment approval, and final payment, we will print a mylar copy suitable for recording in the Pomfret Land Records.

5. Monumentation

Upon your approval and final payment, we will set monuments, #5x30" Iron Rod with a survey cap stamped: Survey Marker, LS 024.0127787, as necessary to adequately perpetuate the location of the adjusted subject boundaries.

Holt Gilmour Survey Associates, LLC
Woodstock Williston Rutland Colchester Brattleboro
PO Box 1261 Williston, Vermont 05495 802-457-4649 ethan@vtsurveyor.com
www.vtsurveyor.com

Client Initials



HOLT GILMOUR SURVEY ASSOCIATES

Compensation

Holt Gilmour Survey Associates agrees to provide the above scope of services for compensation as follows:

Scope Item	Estimated Fee
Boundary Line Adjustment Survey per the attached map:	
100 LaBounty Road North Pomfret, VT	\$5,760
Corner Monuments Set (as necessary and upon your approval)	\$120 each

It is our intent to apprise you up front of the entire cost of your project. Should it become necessary to exceed this estimate due to unusual or unforeseen circumstances, you will be contacted for authorization before any additional work is undertaken.

Work performed by Holt Gilmour Survey Associates is limited to the above scope and will not include any services or deliverables that are not described therein.

Schedule/Payment This schedule is valid for seven days from the date of this contract.

Estimated Time for Completion:

On or before **8/31/2026** with this signed contract and retainer submitted by **7/24/2026**

Unless previous arrangements have been made, **invoices are due upon receipt** (revisions, recording, and monumentation occur after payment). A 1.5% late charge will be assessed monthly (18% APR) against any unpaid balance past due more than 30 days. You will be contacted if it is necessary to extend the estimated time for completion due to unusual or unforeseen circumstances.

Retainer

Should you wish to proceed, we will require a retainer in the amount of:

\$2,280 submitted with the following link: [Submit HGSA Retainer Here](#)
or mailed to Holt Gilmour Survey Associates, PO Box 1261, Williston, VT, 05495

The retainer is non-refundable after 15 days, will offset initial costs, and will be applied to the final invoice.

Receipt of the retainer and your signature below will signify both your understanding of and agreement with this contract and your authorization to proceed.

Please contact us if you have any questions or need more information. Thank you for this opportunity to provide for your professional surveying needs.

Sincerely,

Ethan Gilmour, LS



HOLT GILMOUR SURVEY ASSOCIATES

Date of Completion:

Your scope of services includes an estimated time to completion from the time we receive your retainer and signed contract. If the contract and retainer are received after the date above your estimated time to completion will also change.

Please note that the estimated time to completion is based on our current availability and the anticipated complexity of your survey. We may contact you to adjust the estimated time to completion if additional time is necessary to fulfill our obligations as licensed land surveyors.

Staying in Touch:

If there is important information to share during the survey process, please reach out via email. Otherwise, we will contact you again near your approximate date of completion.

Revisions and Consultation:

Included in the above scope of services are minor revisions and limited consultation. If you require extensive revisions or consultation, please see below.

Additional Services & Fees:

Other common services that are available but not included in the above scope are listed below. Additional fees will apply.

- Major, numerous, or extensive revisions
- Extensive consultation via phone, email, or in-person
- Blazing and painting, or line marking not itemized in the Scope Item section above.

The Process

1. **Submit retainer and this signed contract to HGSA (see link or mailing address above). The retainer is non-refundable after 15 days from date of remittance.**
2. **HGSA performs the above scope of work.**
3. **After the estimated time to completion, a preliminary PDF and invoice will be emailed to you. Payment is due at this time.**
4. **Upon final payment and approval, HGSA will prepare final deliverables and schedule monument installation.**

I, The Person Responsible for Payment, understand and agree with this contract, scope of service, terms, and schedule and give my authorization to proceed :

Name_____

Signature_____

Date_____



HOLT GILMOUR
SURVEY ASSOCIATES



Holt Gilmour Survey Associates, LLC
Woodstock Williston Rutland Colchester Brattleboro
PO Box 1261 Williston, Vermont 05495 802-457-4649 ethan@vtsurveyor.com
www.vtsurveyor.com

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS

SNOW PLOWING AND SANDING SERVICES

ADDENDUM NO. 1

September 28, 2026

Proposals due by
Noon on October 7, 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

TOWN OF POMFRET, VERMONT

ADDENDUM NO. 1 REQUEST FOR PROPOSALS SNOW PLOWING AND SANDING SERVICES 2026–2027 WINTER SEASON

Addendum Date: September 28, 2026

Original RFP Issue Date: September 16, 2026

Proposal Due Date: October 7, 2026 (unchanged)

Due Time: Noon (unchanged)

1. PURPOSE OF ADDENDUM

This Addendum No. 1 amends the Town of Pomfret’s Request for Proposals for Snow Plowing and Sanding Services for the 2026–2027 winter season, issued September 16, 2026 (the “RFP”). This Addendum completes information that was left blank in the RFP, corrects certain errors, and clarifies certain requirements. Except as expressly amended by this Addendum, all terms of the RFP remain in effect. If this Addendum conflicts with the RFP, this Addendum controls.

NOTE: The proposal due date and time are unchanged. Proposals remain due by Noon on October 7, 2026.

2. COVER PAGE AND ISSUE INFORMATION

The contact information on the cover page of the RFP is corrected to read “Frank Rogers, Pomfret Road Foreman.”

The blank fields at the top of page 2 of the RFP are completed as follows:

- **Issue Date:** September 16, 2026
- **Proposal Due Date:** October 7, 2026
- **Due Time:** Noon

3. ROADS TO BE SERVICED (SECTION 2)

Section 2 of the RFP is amended to correct two road names: “Starbucks Road” is corrected to “Starbuck Road,” and “Keyon Road” is corrected to “Kenyon Hill Road.” As corrected, snow plowing and sanding services will be required on the following roads:

- Caper Street
- Clifford Road
- Cherry Hill
- Starbuck Road

- Freeman Road
- Mill Brook Road
- Sugar House Road
- A Frame Road
- Kenyon Hill Road
- Handy Road
- Graves Road
- White River Lane

The roads to be serviced are highlighted on the Vermont Agency of Transportation General Highway Map for the Town of Pomfret, attached to this Addendum as Attachment A. Because that map identifies roads by town highway number rather than by name, bidders may contact the Road Foreman to confirm the location and extent of any listed road or to schedule a site visit.

4. SANDING (SECTION 3.C)

Section 3.C of the RFP is amended by deleting its second and third paragraphs and replacing them with the following:

The Town of Pomfret will provide all sand materials required for sanding operations. Sand will be loaded at the Town Garage using the Town's loader. Unless otherwise directed by the Road Foreman, the contractor shall operate the Town's loader to load sand into the contractor's truck. The contractor shall provide the trucks, sanders, operators, and manpower necessary to haul and apply sand to the assigned roads.

Only operators who are qualified to operate a loader and approved by the Road Foreman may operate the Town's loader. Use of the Town's loader is subject to the insurance requirements of the final contract. Sand provided by the Town shall be used solely for sanding the assigned roads under this contract.

The first and fourth paragraphs of Section 3.C are unchanged.

5. BID OPENING AND AWARD (SECTION 10)

Section 10 of the RFP is amended by adding the following at the beginning of that section:

Proposals received by the deadline will be publicly opened and read aloud at the regular meeting of the Pomfret Selectboard at 7:00 p.m. on Wednesday, October 7, 2026, at the Pomfret Town Office, 5218 Pomfret Road, North Pomfret, Vermont. The Selectboard may award the contract at that meeting or at a subsequent meeting.

6. CONTRACT TERM (SECTION 11)

Section 11 of the RFP is deleted in its entirety and replaced with the following:

The contract shall cover the 2026–2027 winter season, beginning November 1, 2026, and ending April 30, 2027, or as extended by the Road Foreman for late-season winter weather events, unless otherwise modified by written agreement between the Town and the successful contractor. The contract will incorporate this RFP, all addenda to this RFP, and the successful contractor’s proposal.

7. QUESTIONS AND COMMUNICATION (SECTION 14)

Section 14 of the RFP is deleted in its entirety and replaced with the following:

All questions concerning this RFP shall be directed to:

Name: Frank Rogers, Road Foreman

Phone: (802) 457-2767

Email: highway@pomfretvt.us

Questions should be submitted by Noon on Friday, October 2, 2026.

Any material clarification or change to this RFP will be issued as a written addendum, posted on the Town’s website (<https://pomfretvt.us>) and on the Vermont Business Registry and Bid System, and sent to all bidders known to the Town.

8. ACKNOWLEDGMENT OF ADDENDUM

Each bidder shall acknowledge receipt of this Addendum No. 1 by signing below and including the signed acknowledgment with its proposal. A bidder that submitted a proposal before the date of this Addendum may, before the proposal deadline, submit a signed acknowledgment, a revised proposal, or a written withdrawal of its proposal.

The undersigned acknowledges receipt of Addendum No. 1 to the Town of Pomfret Request for Proposals for Snow Plowing and Sanding Services, 2026–2027 Winter Season.

Company/Contractor: _____

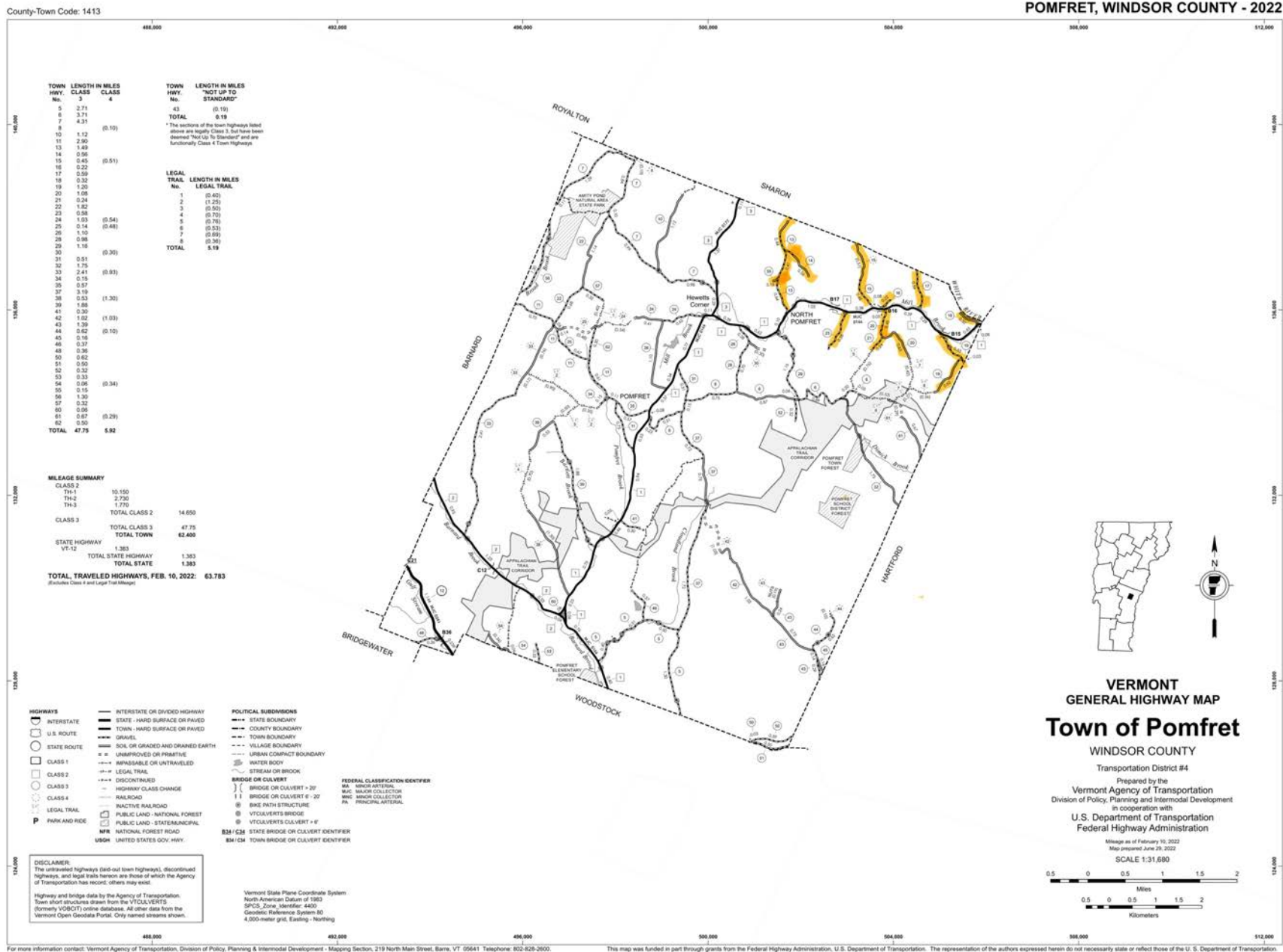
Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Town of Pomfret General Highway Map – Roads to Be Serviced Are Highlighted



9/27/26

I have several concerns about the snow plowing and sanding RFP.

1. There was an unfortunate lack of transparency when the RFP was presented and voted on. Although the item was on the agenda for the 9/16/26 selectboard meeting, the RFP was not attached to the agenda. It appears that the selectboard had not thoroughly reviewed the RFP prior to the meeting. The public was not informed that there was an RFP, much less had an opportunity to comment. It would have been more appropriate for the RFP to be presented on 9/16 and voted on during a future meeting.
2. I assume that contracting the plowing and sanding of 7 miles of town highways is so that the fourth highway crew member will not be hired. What does it cost the town for a fourth person on the highway crew?
3. What is the difference in service between a three-person highway crew (without contract plowing and sanding) and a four-person highway crew?
4. If a fourth highway crew member is not hired because snow plowing and sanding is contracted, will the town have to contract summer work for the work that the fourth highway crew member would have done?
5. Why is Norwich only contracting a small amount of snow plowing and sanding, when at one point snow plowing and sanding were entirely contracted?
6. Would it be more efficient to contract snow plowing and sanding for Sessions Meadow, Sugarbush Farm, High Pastures, River roads and Spaulding Lane? These are the most remote highways in town.
7. Why is the town supplying the sand? How are you going to ensure that the contractor is not using some of the sand for other business?
8. The RFP states that the town will provide equipment to load the sand and that the contractor shall provide equipment to load the sand.
9. The contract term is not specified in the RFP.
10. "All questions concerning this RFP shall be directed to:" is blank in the RFP.
11. How can "clarification or change to this RFP" be communicated to all known bidders before the bid submission deadline? Who knows the bidders?
12. The highway map attached to the RFP does not have the highway names that are listed in the RFP.
13. How was the RFP published?
14. When will the bids be opened?
15. When will the contract be awarded?

Please reply to my concerns during a public meeting.

Thank you

Neil Lamson

FW: Action required by October 30, 2026: Title VI training, quiz, and questionnaire

Becky Fielder <Clerk@pomfretvt.us>

Fri, Oct 2, 2026 at 9:39 AM

To: Benjamin Brickner <benjamin.brickner@pomfretvt.us>, Mariel Luna <mariel.luna@pomfretvt.us>, "John Peters Jr." <john.peters@pomfretvt.us>, Eric Chase <eric.chase@pomfretvt.us>, Kyle Hansen <kyle.hansen@pomfretvt.us>, Emily Grube <Emily.Grube@pomfretvt.us>

See below!

-Becky

Becky Fielder, CVC
Town Clerk & Lister

Town of Pomfret

[5218 Pomfret Road](#)

[North Pomfret, VT 05053](#)

Phone: (802) 457-3861

Fax: (802) 457-8081

Hours: MWF 8:30am - 2:30pm

clerk@pomfretvt.us

<http://pomfretvt.us>

*Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

From: Martin, Patricia <Patricia.Martin@vermont.gov>

Sent: Wednesday, September 30, 2026 4:30 PM

To: Martin, Patricia <Patricia.Martin@vermont.gov>

Subject: Action required by October 30, 2026: Title VI training, quiz, and questionnaire

Hello,

Please have your organization's designated Title VI Coordinator complete the required Title VI [training](#), [quiz](#), and [questionnaire](#) by October 30, 2026. If you have not yet designated a Title VI Coordinator, please do so before beginning these activities.

Your participation helps identify and remove transportation barriers, supports compliance monitoring and technical assistance, and keeps grant eligibility and reimbursement on track.

As a direct recipient of federal aid and assistance, the Vermont Agency of Transportation (AOT) may delegate project management responsibilities to subrecipients—including cities, towns, municipalities, nonprofits, and other entities. Subrecipients, like direct recipients, must carry out federally funded activities in accordance with all applicable federal requirements, including Title VI and the ADA. These requirements are covered in the [training](#).

AOT is committed to accessibility, including digital accessibility, for all. If you need language assistance, a reasonable accommodation, or materials in an alternative format, please email AOT.CRTitleVI@vermont.gov.

Thank you for your time and partnership.

Patricia Martin, M.S. (she, her) | Civil Rights Data & Reporting Manager, Title VI and ADA Coordinator

Civil Rights Bureau | Finance & Administration Division

Vermont Agency of Transportation

[219 North Main Street | Barre, VT 05641](#)
[802-595-6959](tel:802-595-6959) | patricia.martin@vermont.gov

vtrans.vermont.gov/civil-rights

FY 2028 Budget and 2026 Annual Report Deliverables Timeline

- **October 7, 2026**
 - Discuss budget scheduling
 - Set date for departments and officers to submit budget requests (October 16 for town; October 30 for highway and fire department)
- **October 21, 2026**
 - Review town budget (except fire department) with Becky and Ellen and other non-highway officers
- **November 4, 2026**
 - Continue town budget (incl. Listers and TPF)
 - Review and complete fire department budget with fire department
- **November 18, 2026**
 - Complete town budget (incl. FAST)
 - Review and complete highway budget
 - Tentatively set reserve funding
- **December 2, 2026**
 - Update town, highway and fire department budgets with new information (if any)
 - Assign 2025 annual report deliverables drafting
- **December 16, 2026**
 - Update town, highway and fire department budgets with new information (if any)
 - Review Officer List
 - Review Town Highway Equipment List with Frank
 - Review Combined Selectboard Report/Budget Narrative
 - Schedule Budget Informational Meeting (January 6, 2027)
- **January 6, 2027**
 - **FY 2027 Budget Informational Meeting**
 - Update town, highway and fire department budgets with new information and informational meeting feedback (if any)
 - Tentatively set unassigned fund balance usage
 - Review Annual Meeting Warning
 - Review Combined Selectboard Report/Budget Narrative
- **January 20, 2027**
 - Update Annual Meeting Warning with any petitioned articles (if any)
 - Update town, highway and fire department budgets with new information (including any petitioned articles and final COLA)
 - Schedule Public Informational Hearing (February 20, 2027)
 - Review and approve FY 2028 Budget
 - Review and approve 2026 Annual Report Deliverables
- **February 3, 2027**
 - Review and approve Public Informational Hearing Warning
- **February 20, 2027**
 - **2027 Annual Meeting Informational Hearing**

Select 2027 Town Meeting Dates and Deadlines
([*Elections Division Calendar*](#))

- **January 14, 2027** – Warned Article Petition Deadline
- **January 18, 2027** – Warned Article Petition Deadline (corrected signatures)
- **January 21, 2027** – First Day to Post Annual Meeting Warning
- **January 25, 2027** – Candidate Nominations and Consents Due
- **January 27, 2027** – Candidate Nominations Due (corrected signatures); Withdrawal Deadline
- **January 31, 2027** – Last Day to Post Annual Meeting Warning; First Day Informational Hearing Can Be Held (hearing warning must be posted 10 days prior)
- **March 1, 2027** – Last Day Informational Hearing Can Be Held (hearing warning must be posted 10 days prior)
- **March 2, 2027** – Town Meeting Day

MEMORANDUM

To: Pomfret Selectboard

From: Town Administrator

Date: September 21, 2026

Re: Town Website Modernization — Technical Security Risks, Federal ADA Compliance, and Funded Article Strategy

Recommended Action

Authorize a single, unified website replacement project rather than attempting separate, isolated repairs. The town's current accessibility obligations and its cybersecurity exposures share a root cause, making a comprehensive platform replacement the most efficient and fiscally responsible solution.

Background and Need

The town website operates on Concrete5 version 5.6.4.0, which represents the final release of this specific platform. The software project was discontinued and its code repository archived in April 2024, meaning no future security patches will be issued. Because version numbers are visible within the site's public source code, the platform remains vulnerable to automated external security scans.

Concurrently, the U.S. Department of Justice has issued an administrative rule under Title II of the Americans with Disabilities Act (ADA). This mandate requires municipal websites for towns of Pomfret's size to achieve compliance with the WCAG 2.1 Level AA standard by April 26, 2028. The rule encompasses all public web pages, online forms, and hosted electronic documents, including PDFs.

Interconnected Facility Vulnerabilities

An evaluation of the site's underlying architecture indicates that the primary accessibility barriers are embedded within the core design template rather than individual content pages:

- **Responsive Layout Constraints:** The site lacks a mobile viewport setting and relies on a fixed-width layout established around 2008, preventing adaptation to mobile screens and conflicting with modern standards.
- **Navigation Deficiencies:** The current template lacks structural landmarks, "skip to content" navigation paths, and proper top-level heading hierarchies compatible with assistive technologies.

- **Redundant Interfaces:** The navigation structure is duplicated across pages, requiring manual keyboard users to cycle through menus repeatedly to access unique page data.

Because these structural limitations cannot be resolved through standard content editing, correcting them requires a template replacement. Upgrading the template is technically impossible on the current platform due to its legacy, unsupported status. Addressing security and accessibility together ensures the town avoids duplicative expenditures on a single asset.

Project Risk Analysis and Approaches

Proposed Approach	Security & Compliance Outcomes
Maintain Current Status	Public-facing systems remain exposed to unpatched vulnerabilities indefinitely, and the town enters non-compliance with federal mandates after April 2028.
Isolated Accessibility Remediation	Capital is directed toward modifying a legacy platform that requires eventual replacement, leaving structural mobile and navigation barriers unresolved.
Isolated Platform Replacement	System security is successfully modernized, but hosted legacy PDF documents remain unmitigated, resulting in technical non-compliance with the ADA standard.
Unified Modernization Project	Both municipal data security and federal statutory obligations are resolved efficiently within a town-controlled schedule.

Hosted Document Remediation Scope

A baseline audit of seven representative web pages identified 152 linked electronic documents, primarily in PDF format, excluding dedicated board and department sub-pages. The site-wide backlog is estimated to range between 250 and 400 documents.

Document remediation represents a primary cost center for the project. To optimize expenditures, staff can transition routine operational items—such as meeting agendas, public notices, and employment opportunities—directly into native web page text rather than attached PDFs. Additionally, federal safe-harbor provisions can be applied to categorize older meeting minutes as archived material.

Project Timeline and Milestones

To achieve full compliance before the federal deadline, the project schedule must align with the municipal budget cycle:

- **March 2027:** Budget article presented for voter authorization at Town Meeting.
- **July 2027:** Fiscal Year 2028 funding becomes operationally available.
- **April 26, 2028:** Federal technical compliance deadline.

This schedule provides approximately nine months for technical execution. Deferring action to the subsequent fiscal cycle would eliminate the necessary implementation window. Furthermore, while the specific technical standard becomes mandatory in 2028, the town's underlying statutory obligation to provide effective communication has been active for decades, leaving the municipality open to formal public requests or complaints at any time.

Action Requested and Financial Strategy

1. **Solicit Proposals:** Direct town staff to solicit scoped competitive proposals for a comprehensive website replacement that addresses both technical security vulnerabilities and WCAG 2.1 Level AA conformance, inclusive of legacy document remediation.
2. **Warn Capital Fund Budget Article:** Authorize the inclusion of a dedicated, non-binding funding article within the proposed FY2028 municipal budget warning for the March 2027 Town Meeting. To honor local fiscal constraints and prevent a tax increase, the article will request authorization to utilize up to \$15,000 entirely from existing municipal capital reserve funds (or unassigned fund balance), resulting in \$0 of new tax impact for Pomfret residents.
3. **Initiate Cost-Neutral Measures:** Authorize staff to initiate immediate, cost-neutral mitigation measures this fall, including: publishing a formal accessibility statement with direct contact options for alternate format requests, posting a public notice to inform the community of the current platform limitations and our active work to resolve them, updating broken hyperlinks, and establishing a municipal administrative policy prohibiting the posting of new non-searchable scanned documents.

These immediate administrative actions involve zero direct cost and materially strengthen the town's compliance standing during the transition period by demonstrating proactive, good-faith transparency.

Town of Pomfret Selectboard
DRAFT 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.