

Town of Pomfret Selectboard  
Meeting Minutes  
October 7, 2026

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

Public: Mariel Luna (Town Administrator), Frank Rogers, AJ Stevens, Art Lewin, Michael Miller, Bill Emmons, Jim Potter, Neil Lamson

1. **Call to Order** – Ben called the meeting to order at 7:00 pm.
2. **Agenda Review** – Eric moved and John seconded that Item 7F (Winter Plowing RFP Addendum No. 1) be amended to include the opening of received bids. Unanimous.
3. **Executive Session**
  - a. Ben moved and Eric seconded that the Selectboard enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the employment of public employees, with Frank invited to join. Unanimous. The Selectboard entered executive session at 7:02 pm.
  - b. John moved and Emily seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 7:34 pm. No decisions were made in executive session.
4. **Public Comment** – Jim Potter asked to confirm that the email he sent to the Selectboard shortly before the meeting had been received by all members. Ben confirmed that the entire Selectboard received the email.
5. **Town Administrator Report** – Mariel reported on her ongoing training with Ellen on accounts payable and payroll, and noted that NEMRC is still pending her login credentials. She and Frank will meet on October 16 to review the Category D Better Roads Grant and related RFPs. Mariel proposed a blanket approval to submit grant applications helpful to the Town, so that she can meet deadlines without waiting for the next Selectboard meeting; any awards would come to the Selectboard for approval. The Selectboard reached a consensus approving this, with Ben recommending that she consult Frank on road crew-related grants and a Selectboard member between meetings on others, and that the Town apply only when prepared to accept an award. Mariel reported that she and Eric have completed the Weekly Foreman's Report form, and Frank stated that he is comfortable using it. The Selectboard reached a consensus that Frank submit the report going forward. Mariel reported on federal ADA requirements for the Town website (compliance deadline April 2028) and recommended Munibit, a platform designed for small municipalities, at approximately \$129 per month, for inclusion in budget discussions. The Selectboard agreed that Mariel will obtain Pomfret-specific information from Munibit for the October 21 meeting, and that Mariel and Becky will add a notice to the Announcements section of the Town website.
6. **Road Foreman Report** – Frank reported that the grant work on Bartlett Brook Road and Allen Hill Road is complete and that Rita Seto (Two Rivers) is finalizing the paperwork for the State. Roadside mowing of the paved roads is complete, mowing of the dirt roads and leaf blowing are underway, and grading will continue over the next couple of weeks. The road crew will begin winterizing equipment next week. Frank has sent the Selectboard the requested list of work needed before winter.

7. **Items for Discussion or Vote**

- a. **Better Roads Grant (FY 2028)** – Rita suggested that Pomfret apply under Category D (large culvert replacement) for the Johnson Road culvert before any repaving of Pomfret Road; applications are due October 30. The award is \$75,000, reimbursing up to \$60,000, and an application does not commit the Town. Emily raised the concern that the culvert, engineered and essentially identical to Culvert #59 (estimated at \$225,000), would cost far more than the award, requiring a large draw on the Bridges Reserve, and suggested directing the grant toward a project more in line with the award amount. Mariel noted the benefits of applying. The Selectboard reached a consensus that Mariel work with Frank to identify alternative projects for the October 21 meeting, and complete but not submit the application in the meantime.
- b. **Two Rivers Shared Services Survey** – Ben reviewed the survey, which does not commit the Town to anything. Eric shared his concern that Pomfret may not be ready for shared services at this time. The Selectboard reached a consensus to indicate interest in a shared zoning administrator and IT manager and to select “want to learn more” for timing. Ben or Mariel will complete and submit the survey.
- c. **Sale of Older F550** – The Selectboard reached a consensus that Mariel’s draft ad for the truck, plow, and sander may be posted without further review, inviting offers without an asking price or minimum, with bids due by noon on Wednesday, November 4. Mariel will revise the ad and notify Becky of the deadline.
- d. **Additional Sand Purchase** – Frank expressed concern that the current sand order may be insufficient for a severe winter. He estimated a need for approximately 1,000 additional yards. Pike quoted \$21 per ton delivered (roughly \$26.25 per yard) and D&D \$24 per yard delivered. Emily moved and John seconded that the Town order 1,000 yards of sand from D&D, to be delivered as soon as possible. Unanimous.
- e. **Town Garage Land Acquisition** – The surveyor’s standard agreement, received in July, still required approval. The fee estimate is \$5,760 plus monuments, if any, with a retainer of \$2,280. John moved and Kyle seconded approval of the survey contract and authorized the Selectboard Chair to sign. Unanimous.
- f. **Winter Plowing RFP Addendum No. 1 and Bid Opening**
  - i. **Ratification of Addendum No. 1** – John moved and Eric seconded ratification of Addendum No. 1. Unanimous.
  - ii. **Neil Lamson Comments** – Neil stated that only the first seven of his 15 written comments remained open, the others having been addressed by the addendum. Neil stated that, in the spirit of transparency, the RFP should have been attached to the September 16 agenda; Ben explained that the draft was received after the agenda was circulated and that the blanks Neil identified were corrected by the addendum. John and Emily explained that the RFP was issued as a prudent precaution when the road crew was down to two members with no applicants, and to compare contracting costs with hiring. Frank and Art estimated that a three-person crew adds roughly one and a half to two hours to plowing routes. The Selectboard also addressed Neil’s questions on summer work, Norwich’s practices, the choice of roads, and the Town’s supply of sand to the contractor, which is less expensive for the Town.
  - iii. **Bid Opening** – Four sealed bids were opened. Neil reminded Selectboard members to recuse themselves from bids involving relatives or business

associates, and Eric disclosed that he periodically does hauling for J. Mayer Excavating. The bids were as follows:

|                            |            |
|----------------------------|------------|
| Dependable Land & Lawn     | \$51,300   |
| J. Mayer Excavating        | \$74,000   |
| A&S Property Solutions LLC | \$120,000  |
| Thompson Site Services     | Incomplete |

The Selectboard will ask Mariel to review all bids for completeness and to summarize their terms for review and possible award at the October 21 meeting.

- g. **Paving Reclamation RFP** – Mariel and Frank will meet on October 16 to discuss this RFP and the Culvert #59 Replacement RFP.
- h. **Culvert #59 Replacement RFP** – See Item 7G.
- i. **Traffic Patrols** – Emily asked that the Selectboard resolve whether to contract for traffic patrols, noting that the Selectboard has not received a proposal from VSP and that the Sheriff’s Department should be informed if the Town will not contract this year. The prior contract lapsed at the end of June, and the price has increased by 25%. The Selectboard discussed increased speeding and unsafe driving, the value of prior patrols, purchasing targeted hours, and regaining local law enforcement authority. With the election for Sheriff approximately 30 days away, the Selectboard reached a consensus to invite the Sheriff-elect to a Selectboard meeting in November.
- j. **Appointment of Title VI Coordinator** – Emily moved and Kyle seconded to appoint Mariel as the Town’s Title VI Coordinator. Unanimous.
- k. **FY 2028 Budget Scheduling** – Ben circulated last year’s schedule with updated dates as a roadmap through January. The budget process will begin on October 21 with Becky and Ellen, and Mariel will ask them to submit budget proposals a few days before that meeting. The Selectboard will also discuss preparation of the Town Report with Mariel.
- l. **New Town Website – ADA Compliance** – Discussed under Item 5.
- m. **Warrants** – John moved and Eric seconded approval of the following warrants for payment:

|       |    |           |         |
|-------|----|-----------|---------|
| 27029 | \$ | 12,653.21 | Payroll |
| 27030 |    | 87,017.57 | A/P     |

Unanimous.
- n. **Approval of September 16, 2026 Minutes** – John moved and Eric seconded to approve the minutes of the September 16, 2026 meeting as presented. Unanimous.
- 8. **Meeting Wrap Up**
  - a. **Correspondence** – The Selectboard received ballots from VERB and PACIF for the election of their directors (due October 14) and took no action.
  - b. **Review of Assignments** – Ben to circulate the winter plowing bids, follow up with Mariel, sign and send out documents, and invite VHB to the October 21 meeting; Mariel to meet with Frank on the Better Roads Grant and RFPs, prepare the Better Roads Grant application, contact Munibit, post a website notice with Becky, revise and post the F550 ad, analyze the winter plowing bids, and obtain budget proposals from Becky and Ellen; Frank to coordinate the sand order with D&D.
  - c. **Agenda for Next Meeting** – Better Roads Grant, Pomfret Road presentation by VHB (in place of the Paving Reclamation RFP), Culvert #59 Replacement RFP, winter

plowing bid review, Town Website – ADA Compliance, Structures Grant Agreement, 2027 Transportation Alternatives Program, and FY 2028 budget.

9. **Executive Session**

- a. Ben moved and John seconded that the Selectboard enter executive session pursuant to 1 V.S.A. § 313(a)(3) to continue discussing the employment of public employees, with Frank invited to join. Unanimous. The Selectboard entered executive session at 9:33 pm.
- b. John moved and Eric seconded that the Selectboard exit executive session. Unanimous. The Selectboard exited executive session at 11:03 pm. No decisions were made in executive session.

10. **Employment of Public Employees**

- a. Ben moved and John seconded that the Selectboard accept AJ Stevens' request to withdraw his letter of resignation. Unanimous.
- b. Ben moved and Eric seconded that the Town extend an offer of employment as a road crew member to one of the candidates discussed in executive session, pending satisfactory reference checks, at an hourly rate of \$29, with other terms and benefits subject to the Personnel Policy. Unanimous.

11. **Adjournment** – John moved and Emily seconded adjournment. Unanimous. The meeting was adjourned at 11:04 pm.