

**Town of Pomfret
Selectboard Meeting Agenda
Town Offices
5218 Pomfret Road, North Pomfret
October 21, 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. VHB Paving Reclamation Presentation b. New Town Website – ADA Compliance c. FY 2028 Budget Discussion d. Review Winter Plowing Bids e. Better Roads Grant (FY 2027) f. Structures Grant Agreement (BC2501) g. 2027 Transportation Alternatives Program h. Culvert #59 Replacement RFP i. Warrants j. Approval of October 7, 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=ZjBEed3ZuZWgvWmx2M0tpOE8zbjg2dz09>
- Mobile Phone +19292056099,,95395079923#,,#,306922#
- Landline or Mobile Phone (301) 715 8592, then Meeting ID 953 9507 9923 and Passcode 306922

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
General Account Detail

Last updated October 9, 2026

	A	B	C	D	E	F	G
		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
1							
2	TOWN REVENUES (100-6)						
3		3.90% <-- Est. FY 2028 COLA (calendar 2026 change in Northeast Region CPI-U)					
4	Taxes Current Year (100-6-10-00-300)	-59.78% <-- Year-over-Year Change in Current Year Taxes					
5	Current Year Taxes*	611,080	1,519,511	5,869,921	1,348,875	5,679,845	1,186,262
6	School Tax Adj. (GT/PTA/DIS)	-	-	1,356	-	-	-
7	Act 68 funds paid to State	-	-	(1,726,088)	-	(1,875,650)	-
8	School Tax Pd to School	-	-	(2,951,440)	-	(2,801,472)	-
9	School tax-Admin fee	-	-	(10,548)	-	-	-
10	Appropriation to Highway Fund	(452,745)	(1,239,445)	(1,220,440)	(1,220,440)	(1,126,216)	(1,126,216)
11	TOTAL TAXES CURRENT YEAR	158,335	280,066	(37,239)	128,435	(123,493)	60,046
12	<i>* Actual "current year taxes" includes both town and education tax revenues; Budget "current year taxes" includes only town tax revenues.</i>						
13							
14	Other Taxes (100-6-10-00-305)						
15	Prior Years Delinquent		-	170,301	-	210,765	-
16	Local Option Tax		-	-	-	-	-
17	Appalachian Trail in lieu of taxes		9,350	9,596	9,000	9,353	9,000
18	Current Use Reimbursement		290,000	296,832	300,000	290,449	310,000
19	Land Use change tax		5,000	240	6,000	463	10,000
20	VT State in Land in lieu of taxes		2,638	2,638	2,700	2,638	2,700
21	School tax collection fee		10,500	10,548	10,000	10,524	9,000
22	TOTAL OTHER TAXES	-	317,488	490,155	327,700	524,191	340,700
23							
24	Penalties and Interest (Taxes) (100-6-10-00-310)						
25	Interest on Taxes Due		15,000	15,097	10,000	15,445	15,000
26	Late Penalty on Taxes Due		15,000	17,926	10,000	17,329	5,000
27	TOTAL PENALTIES AND INTEREST (TAXES)	-	30,000	33,023	20,000	32,774	20,000
28							
29	Earnings on Accounts (100-6-10-05-315)						
30	Interest Income		15,000	14,802	5,000	34,407	1,000
31	Reserve Sweep Income		-	22,935	-	-	-
32	TOTAL EARNINGS ON ACCOUNTS	-	15,000	37,737	5,000	34,407	1,000
33							
34	Income Accounts (100-6-10-10-320)						
35	Recording		10,000	9,835	10,000	10,605	13,000
36	Restoration and Preservation Reserve Fund	-	(2,667)	(2,612)	(2,667)	(2,828)	(3,467)
37	Copying		1,500	1,193	1,500	1,364	1,500
38	Landfill Coupons Rcpts		13,000	12,920	12,000	10,388	12,000
39	Landfill Coupons-Cost	-	(13,000)	(8,905)	(12,000)	(11,160)	(12,000)
40	Marriage-CU License Rcpts		400	320	480	320	480
41	Marriage-CU Licenses-Cost	-	(325)	(325)	(390)	(115)	(390)
42	Dog Licenses Rcpts		3,000	2,243	2,500	2,941	2,500
43	Dog Licenses-Cost		(1,800)	(1,571)	(500)	(2,835)	(500)
44	Liquor Licenses		300	415	185	415	300
45	Rent Town Hall		1,000	550	500	900	500
46	Land posting fees		80	110	80	105	100
47	TOTAL INCOME ACCOUNTS	-	11,488	14,172	11,688	10,100	14,023
48							
49	Town Permits (100-6-10-15-325)						

Town of Pomfret
General Account Detail

Last updated October 9, 2026

	A	B	C	D	E	F	G
1		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
50	Highway Access		800	800	1,000	400	1,000
51	Excess Weight		300	355	300	305	300
52	Ridgeline, Building and Zoning Permits		4,000	4,969	4,000	4,341	6,000
53	TOTAL TOWN PERMITS	-	5,100	6,124	5,300	5,046	7,300
54							
55	Misc. Income (100-6-10-20-340)						
56	Charitable Donations	14,186	31,559	28,062	28,296	25,209	23,027
57	Misc. Select Board		-	-	-	46	-
58	Misc. Town Clerk		-	22	-	6	-
59	Traffic Fines		1,000	1,742	1,000	270	3,000
60	Opioid Settlements		1,500	788	-	1,481	-
61	TOTAL MISC. INCOME	14,186	34,059	30,614	29,296	27,013	26,027
62							
63	State Funds and Other Grants (100-6-20-00-355)						
64	Tax Equalization Income		600	608	600	606	615
65	Election Grant, Fall 2024		-	-	-	5,000	-
66	TOTAL STATE FUNDS AND OTHER GRANTS	-	600	608	600	5,606	615
67							
68	TOTAL TOWN REVENUES	172,521	693,801	575,194	528,019	515,643	469,711
69							
70	TOWN EXPENDITURES (100-7)						
71							
72	Clerk (100-7-10-10)						
73	Clerk Salary	44,943	43,256	40,458	41,874	40,458	40,458
74	Clerical Assistant		2,500	-	1,000	-	-
75	Clerk Gen Exp		250	273	250	-	250
76	Record Books and Supplies		300	601	500	-	500
77	TOTAL CLERK	44,943	46,306	41,332	43,624	40,458	41,208
78							
79	Treasurer (100-7-10-15)						
80	Treas Salary	44,943	43,256	40,458	41,874	40,458	40,458
81	Asst. to Treasurer		-	5,613	4,000	5,381	5,423
82	Treas General Expense		1,200	1,814	1,000	526	1,200
83	TOTAL FINANCIAL MANAGEMENT	44,943	44,456	47,886	46,874	46,365	47,081
84							
85	Listers (100-7-10-20)						
86	Listers Payroll		15,000	17,371	14,000	15,568	13,874
87	Professional Assessor		45,000	-	-	-	-
88	Listers Education and Dues		150	-	150	50	150
89	Listers mileage		150	-	150	-	150
90	Listers Gen Exp		150	240	150	154	150
91	Listers software: Proval		3,000	2,972	2,500	2,879	2,500
92	Tax mapping		2,500	3,615	2,500	4,430	2,500
93	TOTAL LISTERS	-	65,950	24,197	19,450	23,081	19,324
94							
95	Other Officers (100-7-10-25)						
96	Select Board	7,500	7,500	5,438	7,500	7,500	7,500
97	Select Board Gen Exp		250	6,585	500	35	500

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1		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
98	Select Board Admin Asst	-	4,500	4,994	4,500	4,206	3,830
99	Town Administrator	67,535	59,500	-	-	-	-
100	Board of Auditors		-	206	5,000	1,505	6,309
101	Constable and Expense		250	-	500	-	500
102	Delinquent Tax Collector		1,000	1,002	1,000	596	961
103	Zoning Administrator		10,000	5,270	12,500	6,975	6,852
104	Trustees of Public Funds		250	-	300	-	300
105	Town's Cost SS and Med	12,616	14,306	11,376	10,255	10,306	9,675
106	Child Care Contribution	544	617	1,028	442	934	-
107	Pub Officials Liab Insurance	3,954	3,954	3,554	3,796	4,057	2,643
108	Workers Comp		800	1,387	750	843	641
109	Select Board Admin. Asst. Exp		300	419	100	263	-
110	ZBA and Admin Exp		250	-	-	186	-
111	Fire Warden and Deputy		400	800	800	800	800
112	TOTAL OTHER OFFICERS	92,149	103,877	42,059	47,943	38,208	40,511
113							
114	Municipal Office (100-7-10-30)						
115	Cleaning		3,500	2,800	3,500	2,905	3,500
116	Town Office Building Maintenance		2,500	1,652	3,000	1,875	3,000
117	Insurance	1,768	1,768	2,219	1,627	492	2,983
118	Telephone-Internet		1,600	1,546	1,600	2,829	1,500
119	Postage and Envelopes		3,300	2,285	3,300	2,383	2,750
120	Town Offices: Supplies		1,000	585	1,000	1,088	1,500
121	Town Office Electricity		2,200	1,844	2,000	1,903	2,000
122	Propane		1,800	996	1,700	1,105	1,600
123	NEMRC Support		7,500	7,603	7,250	7,382	7,000
124	Office 365 Software		4,000	4,741	4,000	4,509	4,000
125	Computer Services/Cloud Backup/Security		6,500	7,036	8,000	3,740	6,500
126	Other New Equip/Copier lease		1,900	1,841	1,900	1,792	1,825
127	TOTAL MUNICIPAL OFFICE	1,768	37,568	35,149	38,877	32,002	38,158
128							
129	Professional Fees (100-7-10-45)						
130	Legal Fees		22,000	7,998	22,000	14,690	20,000
131	Other Professional Fees		2,000	-	-	-	-
132	Accounting Support		18,000	4,335	3,500	3,433	3,500
133	TOTAL PROFESSIONAL FEES	-	42,000	12,333	25,500	18,123	23,500
134							
135	Assessments (100-7-10-55)						
136	Windsor County Tax		19,115	16,819	16,738	15,163	15,163
137	GUVSWMD waste dues		8,244	8,244	8,244	8,244	8,244
138	VLCT Dues		2,500	2,428	2,428	2,376	2,376
139	Two Rivers		1,630	1,585	1,585	1,539	1,539
140	TOTAL ASSESSMENTS	-	31,489	29,076	28,995	27,322	27,322
141							
142	Town Hall (100-7-10-65)						
143	Misc and Cleaning, Town Hall		500	290	500	458	500
144	Repairs and Maintenance, Town Hall		500	856	500	8,481	500
145	Insurance	2,923	2,923	1,426	2,690	566	2,264

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1		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
146	Electricity, Town Hall		1,000	937	800	1,009	850
147	Propane, Town Hall		100	-	100	14	100
148	Fuel Oil, Town Hall		1,750	2,525	500	1,784	500
149	TOTAL TOWN HALL	2,923	6,773	6,034	5,090	12,313	4,714
150							
151	Brick Building (100-7-20-33)						
152	Brick Bldg - Maint		-	163	-	14	-
153	Brick Bldg - insurance	548	548	267	504	189	755
154	Brick Bldg - propane		350	168	350	292	300
155	TOTAL BRICK BUILDING	548	898	598	854	495	1,055
156							
157	Misc Town Expenses (100-7-20-35)						
158	Grounds Maintenance		3,700	3,622	3,400	2,100	2,000
159	Bank Fees and Service Charges		50	30	50	35	50
160	Town Report Printing and Mailing		2,200	1,896	2,000	1,961	2,000
161	Published Legal Notices		3,000	2,425	2,500	4,089	2,500
162	Election Expenses		2,000	1,980	1,250	1,551	2,000
163	Ed Conferences/Mileage		1,500	1,497	1,500	1,546	1,500
164	Signs and Posts (911)		250	-	350	155	350
165	Misc Gen Exp		250	-	500	260	500
166	TOTAL MISC. TOWN EXPENSES	-	12,950	11,449	11,550	11,698	10,900
167							
168	Fire Department (100-7-30-40)						
169	Buildings Maintenance		2,000	9,185	1,500	10,000	1,500
170	FD: septic systems		1,300	-	1,000	1,153	1,300
171	Insurance		14,800	15,402	20,055	21,819	20,055
172	Pomfret FD phone: 3730		1,500	1,358	1,440	1,398	1,400
173	Teago FD phone: 1125		1,500	1,432	1,440	1,589	1,400
174	FD Radios & Cell Phones		-	-	-	658	-
175	FD Training, conf, mileage		3,000	-	1,000	996	3,000
176	FD alarm systems		2,000	2,492	2,000	885	1,085
177	Supplies		100	-	100	-	100
178	FD vehicle gasoline		500	206	500	-	100
179	FD operating expenses		-	-	-	936	-
180	PFD Rescue Vehicle		-	-	-	951	500
181	Squad 1 & Brush 1		500	157	500	-	-
182	PFD Engine 1		3,000	1,676	4,000	-	6,250
183	PFD Engine 3		2,000	323	2,000	-	500
184	Teago Engine 1		-	-	-	1,416	-
185	Teago Engine 2		4,000	4,750	4,000	3,114	4,000
186	Teago Engine 3		-	-	-	1,719	-
187	Electricity--Pomfret FD		1,000	1,088	1,600	903	1,874
188	Electricity--Teago FD		2,100	2,387	2,000	2,034	2,095
189	Propane Pomfret Fire Dept		2,255	2,606	2,800	2,355	2,018
190	Teago FD propane		423	-	-	-	50
191	Heating oil, Teago FD		3,102	3,538	3,600	2,251	3,630
192	Equip (Hose, Tools etc)		5,000	2,348	6,900	3,611	5,900
193	SCBA and Gas Meter		3,880	2,000	2,000	4,346	4,000

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1		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
194	Protective clothing (turnout gear)		2,500	-	3,000	776	2,500
195	FD Vehicle Reserve #400		75,000	60,000	60,000	60,000	60,000
196	FD non vehicle Reserve #402		23,200	7,600	7,600	15,300	15,300
197	Membership/Subscriptions		600	-	400	200	400
198	TOTAL FIRE DEPARTMENT	-	155,260	118,546	129,435	138,411	138,957
199							
200	Contract Services (100-7-30-42)						
201	Ambulance Service Assessment	51,590	51,590	51,590	63,280	63,280	63,280
202	Unpaid Ambulance Bills		31,823	14,293	20,000	4,816	3,304
203	Dispatch Fees	4,580	4,580	-	4,122	4,122	4,122
204	Law Enforcement Services		31,200	28,591	31,200	26,060	31,200
205	TOTAL CONTRACT SERVICES	56,170	119,193	94,474	118,602	98,278	101,906
206							
207	Fast Squad (100-7-30-44)						
208	FAST Squad: conf, train, mileage		-	1,500	1,500	-	750
209	FAST Squad Operating Expenses		1,500	-	-	-	-
210	FAST Squad supplies		1,500	-	1,500	-	750
211	TOTAL FAST SQUAD	-	3,000	1,500	3,000	-	1,500
212							
213	Communications and Disaster (100-7-30-46)						
214	Repeater expenses		1,000	-	1,000	-	1,250
215	Repeater electricity		450	436	450	372	400
216	TOTAL COMMUNICATIONS AND DISASTER	-	1,450	436	1,450	372	1,650
217							
218	Municipal Special Projects (100-7-90-75)						
219	Planning and zoning project		-	-	500	-	1,500
220	Federal Election Grant, 2024		-	-	-	5,000	-
221	Mini grant muni buildings		-	2,262	-	-	-
222	TOTAL MUNICIPAL SPECIAL PROJECTS	-	-	2,262	500	5,000	1,500
223							
224	Reserve Accounts						
225	Reappraisal Reserve #160		-	10,000	10,000	-	-
226	Communications Reserve #410		5,800	5,800	5,800	5,800	5,800
227	Moore Fund for Town Hall Reserve #454		2,500	2,500	2,500	-	-
228	Teago Village Reserve #460		-	-	-	11,513	11,513
229	TOTAL RESERVE ACCOUNTS	-	8,300	18,300	18,300	17,313	17,313
230							
231	TOTAL TOWN EXPENDITURES	243,445	679,470	485,632	540,046	509,438	516,599
232							
233	VOTED APPROPRIATIONS (100-7)						
234							
235	Voted Appropriations (100-7-95-50)						
236	<i>Town Entities</i>						
237	Abbott Memorial Library		44,500	42,500	42,500	42,500	42,500
238	Cemetery Appropriation		20,000	16,500	16,500	12,500	12,500
239							
240	<i>Social Service Entities</i>						
241	Visiting Nurses of VT and NH	3,950	3,950	3,950	3,950	3,950	3,950

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1		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
242	Thompson Senior Center	4,800	4,800	4,800	4,800	4,800	4,800
243	Healthcare and Rehabilitation Services	979	979	979	979	979	979
244	Empower Up - Windsor Central Mentoring Progra	2,500	2,500	2,500	2,500	2,500	2,500
245	Spectrum Teen Center	750	750	750	750	750	750
246	Pentangle Arts Council	900	900	900	900	900	900
247	Ottauquechee Health Foundation	2,500	2,500	2,500	2,500	2,500	2,500
248	WISE of Upper Valley	400	400	400	400	400	400
249	Green Up Day	50	50	50	50	50	50
250	TOTAL VOTED APPROPRIATIONS	16,829	81,329	75,829	75,829	71,829	71,829
251							
252	TOTAL TOWN EXPENDITURES AND TOTAL VOTED APPROPRIATIONS	260,274	760,799	561,461	615,875	581,267	588,428
253							
254	TOWN REVENUES LESS TOWN EXPENDITURES AND LESS VOTED APPROPRIATIONS	(87,753)	(66,998)	13,733	(87,856)	(65,624)	(118,717)
255							
256	BEGINNING GENERAL FUND BALANCE	<i>146,254</i>		199,519		265,143	
257	ENDING GENERAL FUND BALANCE*	<i>58,502</i>		213,252		199,519	
258	<i>General Fund Balance Change</i>			<i>13,733</i>		<i>(65,624)</i>	
259							

*\$66,998 of the FY 2025 ending General Fund balance was assigned to reduce taxes to be raised in FY 2027. As a result, the unassigned FY 2026 ending General Fund balance was \$146,254, of which \$87,753 is proposed to be used to reduce taxes to be raised in FY 2028. See Line 254. See also Warning Article ##.

Town of Pomfret
Highway Account Detail

Last updated October 9, 2026

	A	B	C	D	E	F	G
1		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
2	HIGHWAY REVENUES (150-6)						
3		3.90% <-- Est. FY 2028 COLA (calendar 2026 change in Northeast Region CPI-U)					
4	Highway Revenue (150-6-10-00)	-63.47% <-- Year-over-Year Change in Appropriation from General Fund					
5	Appropriation from General Fund	452,745	1,239,445	1,220,440	1,220,440	1,126,216	1,126,216
6	State Aid - Highways	159,776	159,776	155,122	155,331	150,807	159,185
7	FEMA July 2023 Storm		-	-	-	109,720	-
8	Special VT \$10,000		-	-	-	10,000	-
9	Wild Apple Grant (BBR0994)		-	-	-	200,000	-
10	Grant to Comply with Mun. Standards		33,500	-	20,000	-	-
11	Sugarbush 2 Grants		-	40,000	-	-	-
12	2025 Landslide, North Pomfret		-	555,278	-	-	-
13	Highway Interest Income		-	240	-	792	24,000
14	Highway Misc. Income		-	287	-	220	-
15	Vehicle Sale Income		-	500	-	-	-
16	TOTAL HIGHWAY REVENUES	612,521	1,432,721	1,971,867	1,395,771	1,597,755	1,309,401
17							
18	HIGHWAY EXPENDITURES (150-7)						
19							
20	Labor and Benefits (150-7-10-70)						
21	Gross Pay	331,643	316,371	306,493	313,032	321,002	335,930
22	FICA Social Security	20,562	19,615	17,211	19,408	19,126	20,828
23	Medicare Expense	4,809	4,587	4,025	4,539	4,473	4,871
24	Retirement Expense	37,922	34,768	27,494	28,173	27,683	29,394
25	Health Ins. - Town's Cost	130,751	111,733	80,656	92,651	74,668	66,625
26	Child Care Contribution	1,094	1,044	266	1,033	425	-
27	Drug and Alcohol Test/DOT		-	133	250	-	250
28	Protective Clothing/Supplies/Uniforms		4,500	3,798	4,500	7,705	3,000
29	Uniforms and Cleaning		-	-	-	-	5,000
30	Highway, conf, training and mileage		500	30	1,000	-	1,000
31	Use of Personal Vehicles		1,000	69	1,500	118	1,500
32	TOTAL LABOR AND BENEFITS	526,780	494,119	440,174	466,085	455,200	468,397
33							
34	Insurance (150-7-15-85)						
35	Property and Liability Insurance		22,711	18,923	18,131	11,182	12,452
36	Workers Compensation Insurance		22,333	21,800	22,437	18,030	16,219
37	Unemployment Insurance		710	650	780	471	968
38	Disability insurance		2,615	2,137	2,455	1,745	2,550
39	TOTAL INSURANCE	-	48,369	43,510	43,803	31,428	32,189
40							
41	Materials (150-7-20-75)						
42	Salt		80,000	31,889	80,000	-	80,000
43	Clear lane deicer salt		-	48,563	-	62,134	-
44	Sand		-	45,849	-	45,504	-
45	Manufactured Sand		65,000	26,913	65,000	10,907	65,000
46	Crushed Stone		100,000	86,894	95,000	120,782	85,000
47	Chloride		12,000	29,866	9,000	-	9,000
48	Cold Patch and Hot Mix		500	-	500	-	500
49	Culverts and Headwalls		20,000	13,775	20,000	12,281	20,000

Town of Pomfret
Highway Account Detail

Last updated October 9, 2026

	A	B	C	D	E	F	G
1		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
50	Bandrail		2,000	-	2,000	-	2,000
51	Signs, snow fence and posts		6,000	880	6,000	2,200	5,000
52	Highway Misc.		1,000	483	1,000	1,113	1,000
53	Hydroseeder supplies		3,500	-	3,500	-	3,500
54	TOTAL MATERIALS	-	290,000	285,111	282,000	254,921	271,000
55							
56	Small Equipment (150-7-30-80)						
57	Diesel		50,000	46,010	50,000	57,322	50,000
58	Gasoline (small equip)		2,325	729	2,325	512	2,325
59	Diesel Exhaust Fluid		1,000	764	1,000	1,438	1,000
60	Garage Propane		100	4,314	100	3,547	-
61	Garage Shop Supplies		6,000	8,264	5,000	8,488	5,000
62	Gen vehicle maintenance		3,000	4,104	3,000	1,538	3,000
63	Garage Office Supplies		750	665	750	479	750
64	Tires and Chains		15,000	18,311	15,000	10,378	11,850
65	Blades, Shoes, Rake Teeth		5,000	4,301	5,000	13,954	5,000
66	Rented Equipment		2,000	6,460	2,000	470	2,000
67	Radios and Cellphones		1,500	1,661	1,500	1,043	1,500
68	Traffic Control Devices		500	-	500	-	500
69	Trailer Purchase		-	21,082	-	-	-
70	Small Machines and Tools		3,000	658	3,000	2,065	3,000
71	TOTAL SMALL EQUIPMENT	-	90,175	117,323	89,175	101,235	85,925
72							
73	Large Equipment Maint and Repair (150-7-35-05)						
74	Large Equipment Maint and Repair*		45,000	88,293	35,000	80,958	30,000
75	TOTAL LARGE EQUIPMENT MAINT AND REPAIR	-	45,000	88,293	35,000	80,958	30,000
76	<i>* Large Equipment Maint and Repair in FY 2025 includes \$25,803.12 for new grader blade purchase and service.</i>						
77							
78	Garage Building (150-7-40-83)						
79	Garage Utilities		2,000	1,600	2,000	1,990	2,000
80	Garage Building and Grounds		3,500	8,297	3,500	5,937	3,500
81	Telephone		600	1,142	600	1,107	600
82	Garage Propane Heat		10,300	1,102	10,300	931	-
83	Garage Electricity		2,000	2,229	2,000	1,848	2,000
84	TOTAL GARAGE BUILDING	-	18,400	14,370	18,400	11,813	8,100
85							
86	Contracts (150-7-50-90)						
87	Crack Sealing		15,000	14,894	15,000	15,000	15,000
88	Tree Removal		10,000	1,999	10,000	9,300	10,000
89	VT State Permits (incl. Storm Water Permit)		3,740	1,350	3,740	1,350	3,740
90	Contracted Services		3,500	-	3,500	-	-
91	TOTAL CONTRACTS	-	32,240	18,243	32,240	25,650	28,740
92							
93	Special Projects and Grants (150-7-50-93)						
94	2nd Wild Apple Project		-	-	-	200,000	-
95	VT Flood Event July 2023		-	-	-	1,920	-
96	VT \$10,000 Expenses		-	-	-	10,000	-
97	FEMA Broad Brook-Wayside		-	-	-	4,000	-

Town of Pomfret
Highway Account Detail

Last updated October 9, 2026

	A	B	C	D	E	F	G
1		FY 2028 Budget (proposed)	FY 2027 Budget	FY 2026 Actual	FY 2026 Budget	FY 2025 Actual	FY 2025 Budget
98	2025 Landslide, North Pomfret		-	620,015	-	-	-
99	GA 0863 Allen/Sugarbush		-	1,500	-	-	-
100	TOTAL SPECIAL PROJECTS AND GRANTS	-	-	621,515	-	215,920	-
101							
102	Highway Reserves (150-7-95-50)						
103	Highway Vehicle Reserve #420		200,000	200,000	200,000	165,000	165,000
104	Highway Paving Reserve #422		250,000	225,000	225,000	175,000	175,000
105	Highway Bridges Reserve #424		-	-	-	25,000	25,000
106	TOTAL HIGHWAY RESERVES	-	450,000	425,000	425,000	365,000	365,000
107							
108	TOTAL HIGHWAY EXPENDITURES	526,780	1,468,302	2,053,541	1,391,703	1,542,124	1,289,351
109							
110	HIGHWAY REVENUES LESS HIGHWAY EXPENDITURES	85,741	(35,581)	(81,673)	4,067	55,631	20,050
111							
112	BEGINNING HIGHWAY FUND BALANCE			31,514		(24,117)	
113	ENDING HIGHWAY FUND BALANCE*			(50,159)		31,514	
114	<i>Highway Fund Balance Change</i>			<i>(81,673)</i>		<i>55,631</i>	
115							

*\$35,581 of the FY 2026 beginning Highway Fund balance was assigned to reduce taxes to be raised in FY 2027. The Highway Fund actually ended FY 2026 with a deficit of \$(81,673). As a result, the unassigned FY 2026 ending Highway Fund balance was \$(85,741), which additional amount is proposed to be raised in taxes in FY 2028. See Line 110.

Town of Pomfret
Calculation of Current Year Taxes to be Raised

Last updated October 9, 2026

	A	B	C
1	Expenditures and Voted Appropriations		
2	Total Town Expenditures	243,445	<i>From General Account Detail, Line 231. See also Warning Article [4].</i>
3	Total Highway Expenditures	526,780	<i>From Highway Account Detail, Line 108. See also Warning Article [4].</i>
4	Total Voted Appropriations	16,829	<i>From General Account Detail, Line 250. See also Warning Articles [6] through [##].</i>
5	TOTAL EXPENDITURES AND VOTED APPROPRIATIONS	787,054	<i>Sum of Lines 2, 3 and 4</i>
6			
7	Non-Tax Revenues		
8	Total Town Revenues (excluding FY 2028 taxes to be raised)	14,186	<i>From General Account Detail, Line 68, minus General Account Detail, Line 11.</i>
9	Total Highway Revenues (excluding FY 2028 taxes to be raised)	159,776	<i>From Highway Account Detail, Line 16, minus Highway Account Detail, Line 5.</i>
10	General Fund Balance to be used in FY 2028	87,753	<i>From General Account Detail, Line 254. See also Warning Article [17].</i>
11	Highway Fund Balance to be used in FY 2028	(85,741)	<i>From Highway Account Detail, Line 110.</i>
12	TOTAL NON-TAX REVENUES	175,974	<i>Sum of Lines 8, 9, 10 and 11</i>
13			
14	Calculation of Taxes to be Raised		
15	Expenditures and Voted Appropriations	787,054	<i>From Line 5</i>
16	Non-Tax Revenues	175,974	<i>From Line 12</i>
17	FY 2028 TAXES TO BE RAISED	611,080	<i>Difference between Lines 15 and 16. See also General Account Detail, Line 5.</i>

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

###

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/mailling 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:

**STATE OF VERMONT
AGENCY OF TRANSPORTATION
STANDARD GRANT AGREEMENT**

Part 2 – Grant Agreement

1. Parties: This is a Grant Agreement between the State of Vermont, Agency of Transportation, (hereinafter called “State”), and the **Town of Pomfret, a US Local Government** with its principal place of business at **5218 Pomfret Rd, North Pomfret, VT 05053**, (hereinafter called “Grantee”). It is the Grantee’s responsibility to contact the Vermont Department of Taxes to determine if, by law, the Grantee is required to have a Vermont Department of Taxes Business Account Number.
2. Subject Matter: The subject matter of this Grant Agreement is for financial assistance to a municipality under 19 V.S.A. § 306(e) for maintenance, including actions to extend life expectancy, and construction of bridges, culverts, and other structures, including causeways and retaining walls, intended to preserve the integrity of the traveled portion of class 1, 2, and 3 town highways.
3. Award Details: Amounts, dates and other award details are as shown in the attached Grant Agreement Part 1 – Grant Award Detail. The detailed scope of work covered by this award is described in Attachment A.
4. Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.
5. Cancellation: This Grant may be cancelled by either party by giving written notice at least thirty (30) days in advance.
6. Attachments: This Grant Agreement consists of **20** pages including the following attachments which are incorporated herein:

Grant Agreement Part 2 – Grant Agreement

Grant Agreement Part 1 – Grant Award Detail

Attachment A - Scope of Work

Attachment B - Payment Provisions

Attachment C - Standard State Provisions for Contracts and Grants (revised February 13, 2026)

Attachment D - N/A - Left Intentionally Blank

Attachment E - Special Provisions

Attachment F - DOT Standard Title VI Assurances and Non-Discrimination Provisions
(DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E

7. Order of Precedence: Any ambiguity, conflict or inconsistency in the Grant Documents shall be resolved according to the following order of precedence:
 - 1) Grant Agreement Part 1 and Part 2
 - 2) Attachment E - Special Provisions
 - 3) Attachment D - N/A - Left Intentionally Blank
 - 4) Attachment C - Standard State Provisions for Contracts and Grants
 - 5) Attachment A - Scope of Work

- 6) Attachment B – Payment Provisions
- 7) Attachment F - DOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

State of Vermont
Agency of Transportation

Grantee:
TOWN OF POMFRET

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: Joe Flynn

Name: _____

Title: Secretary of Transportation

Title: _____

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

¹ Grant #: BC2501		² Original ☒ Amendment # _____	
³ Grant Title: Town Highway Structures Program - SFY - 2027			
⁴ Amount Previously Awarded: \$0.00		⁵ Amount Awarded This Action: \$200,000.00	
⁶ Total Award Amount: \$200,000.00			
⁷ Award Start Date: 07/01/2026		⁸ Award End Date: 12/31/2028	
⁹ Subrecipient Award: YES ☐ NO ☒			
¹⁰ Supplier #: 0000040729		¹¹ Grantee Name: Town of Pomfret	
¹² Grantee Address: 5218 Pomfret Rd			
¹³ City: North Pomfret		¹⁴ State: VT	
		¹⁵ Zip Code: 05053	
¹⁶ State Granting Agency: Vermont Agency of Transportation			¹⁷ Business Unit: 08100
¹⁸ Performance Measures: YES ☒ NO ☐		¹⁹ Match/In-Kind: \$ 10% Description: LOCAL SHARE	
²⁰ If this action is an amendment, the following is amended: Amount: ☐ Funding Allocation: ☐ Performance Period: ☐ Scope of Work: ☐ Other: ☐			

SECTION II - SUBRECIPIENT AWARD INFORMATION

²¹ Grantee Identifier [UEI] #: ELLSZHMPBA76		²² Indirect Rate: N/A % (Approved rate or de minimis 10%)		²³ FFATA: YES ☐ NO ☒	
²⁴ Grantee Fiscal Year End Month (MM format): 06				²⁵ R&D: ☐	
²⁶ EEI Registered Name (if different than VISION Vendor Name in Box 11):					

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund	\$0.00	\$0.00	\$0.00	
Special Fund	\$0.00	\$0.00	\$0.00	
Global Commitment (non-subrecipient funds)	\$0.00	\$0.00	\$0.00	
Other State Funds	\$0.00	\$200,000.00	\$200,000.00	Transportation Fund

FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

Required Federal Award Information

³¹ ALN#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Federal Award Date	³⁸ Total Federal Award
		\$0.00	\$0.00	\$0.00			
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$0.00	\$200,000.00	\$200,000.00			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY NAME: Michael Blakslee TITLE: District 4 PHONE:Cell (802) 291 - 4668 EMAIL: michael.blakslee@vermont.gov	GRANTEE NAME: Frank Rogers TITLE: Road Foreman PHONE:Office: (802) 457 - 3861 EMAIL: highway@pomfretvt.us
---	--

ATTACHMENT A SCOPE OF WORK

The Grantee hereby certifies as follows:

- a. The Grantee has funds available to finance the local share of the project during the Grant period.
- b. The Grantee has adopted town road and bridge standards which meet or exceed the minimum State-approved codes and standards produced by the Vermont Agency of Transportation (VTrans) and approved by the Vermont Agency of Natural Resources (VANR). If the Grantee has adopted codes and standards which meet these minimum requirements, the Grantee further certifies that the municipality follows and adheres to those adopted codes and standards.
- c. The Grantee has an Infrastructure Study (three years or less old) which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1,2, and 3 town highways, and estimated cost of repair.
- d. The Grantee has submitted the Annual Town Plan required by 19 V.S.A. § 306(j) to VTrans' district office.
- e. Where a municipality has adopted codes and standards meeting the minimums required by VTrans and has an Infrastructure Study, the project is eligible for a 90% State share, not to exceed the total award amount stated on the Part 1 – Grant Award Detail.
- f. Where a municipality has not adopted codes and standards meeting the minimums required by VTrans or lacks an Infrastructure Study, the project is eligible for an 80% State share, not to exceed the total award amount stated on the Part 1 – Grant Award Detail.
- g. The Town/Municipality has completed the Environmental Resource checklist in the grant application.



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: \$ 200,000.00

District Staff Approval: (name) Michael Blakslee Date: May 11, 2026**Note:**

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



(802) 999-4466
WWW.EASTENGINEERINGPC.COM



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OF THE STATE OF VERMONT
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OWNER:

TOWN OF
POMFRET
5218 POMFRET ROAD
NORTH POMFRET, VT 05053
(802) 457-2861

PROJECT:

CULVERT REPLACE
POMFRET ROAD &
WILD APPLE ROAD

ISSUED FOR:

BID & CONSTRUCTION

ISSUED DATE:

2023-03-28

PROJ. #: 090-01

REVISIONS

BY: DATE:

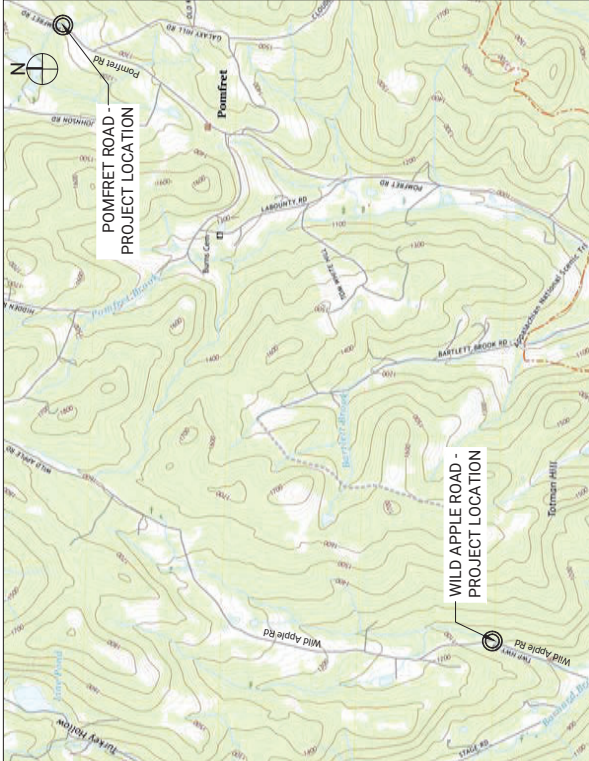
#

DRAWING NO:

G-1.0

TITLE SHEET

POMFRET ROAD & WILD APPLE ROAD CULVERT REPLACEMENTS



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

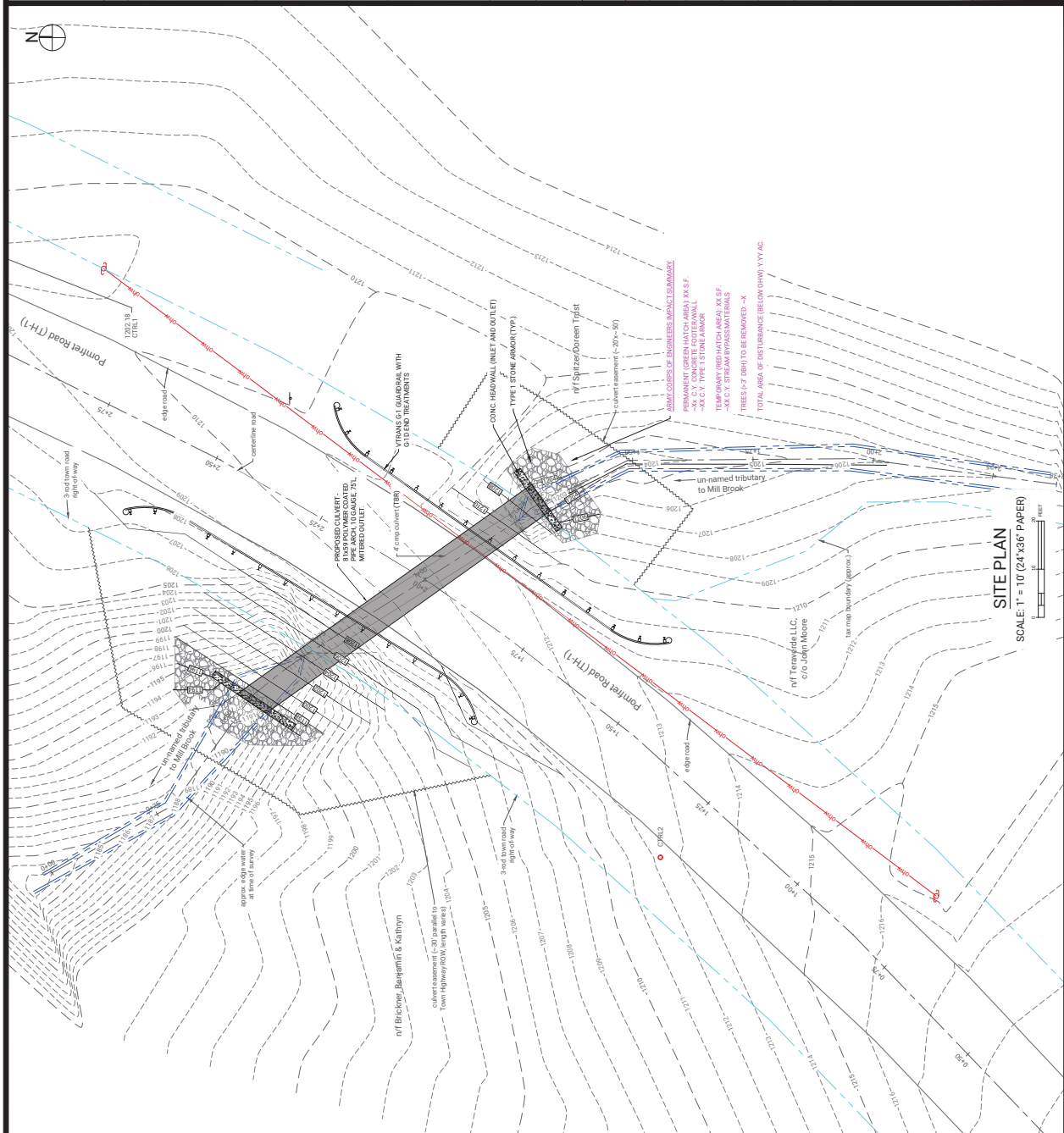
POMFRET ROAD SITE	
Roadway Design Information	
Town Highway Number: 1	
Annual Average Daily Traffic (AADT), Current: Est. 989	
AADT, Design Forecast (20 Year): Est. <1,500	
Proposed Structure Design Information	
Local ID Number: # 59	
Northing/Easting: 43,7153 / -72,5059	
Structure Type: Polymer Coated Pipe Arch	
Design Live Load: HL-93	
Clear Span: ~81'X59'	
Hydraulic Design Information	
Waterbody: Unnamed Tributary to Mill Brook	
Drainage Area: ~4.1 mi ²	
Design Flow (Q50): 30 cfs	
Stone Armor Min. Size: VTrans Specification E1	

WILD APPLE ROAD SITE	
Roadway Design Information	
Town Highway Number: 35	
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: Unnamed Tributary to Barnard Brook	
Drainage Area: ~4.1 mi ²	
Design Flow (Q50): 23.7 cfs	
Stone Armor Min. Size: VTrans Specification E2	

TOWN OF POMFRET, VERMONT
MARCH 2023

HIGHWAY FOREMAN
JIM POTTER

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

[illegible]

NOT TO SCALE

_____	underground telephone
_____	overhead wires
_____	utility pole
	fence/guardrail
	sign
	tree/vegetation
	road right-of-way / taxi
_____	elevation contour
	edge of water
	ACOE draw
	basement

HDPE	HIGH DENSITY POLYETHYLENE
CONC	CONCRETE
IRON	DUCTILE IRON
CHLORIDE	POLYVINYL CHLORIDE
PVC	CORRUGATED METAL PIPE
TRANS	VERMONT AGENCY OF TRANSPORTATION
AUTOCAD	MANUAL ON UNIFORM CONTROL DEVICES
TEMP	TYPICAL TEMPERATURE
MIN	MINIMUM
MAX	MAXIMUM
REMOVED	TO BE REMOVED
APPROX	TO BE APPROXIMATE
EL	ELEVATION
ROW	RIGHT-OF-WAY
CONTROL	CONTROL POINT
NOT TO SCALE	NOT TO SCALE
FORMERLY	NOW FORMERLY

DETOUR	PROPOSED CONTOUR	STONE ARMORING	CONCRETE	CULVERT/BIDGE	SIGN/TYPE	SPOT ELEVATION x 4520'	ACOE INCIDENT/AL IMPACT	ACOE TEMPORARY IMPACT	ACOE PERMANENT IMPACT
#####									





ATTACHMENT B PAYMENT PROVISIONS

The State agrees to reimburse the Grantee for actual expenses incurred or services provided by the Grantee in the performance of program functions outlined in the grant up to the total award amount stated on the Part 1 – Grant Award Detail, provided such services are within the scope of the grant agreement and are authorized as provided for under the terms and conditions of this grant agreement. Award of a grant agreement does not guarantee payment of any or all the total award amount stated on the Part 1 – Grant Award Detail. The State reserves the right to recoup funds, if a payment is determined to be improper.

A close out report must also be submitted within 45 days of the project completion or end date of the Grant, whichever is first, documenting that the project has been completed and accepted by the Grantee (this is also on the VTrans TA65 form).

All completed forms and invoices shall be submitted to the contact listed on the Part 1 – Grant Award Detail in Section IV, State Granting Agency.

The State will close out this award when it determines that all applicable administrative actions and all required work of the award have been completed by the Grantee. To be reimbursed under the conditions of this Grant, the Grantee must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the award. The State, at its sole discretion, may extend the 90-day submittal period, when requested and justified by the Grantee.



VERMONT

AGENCY OF TRANSPORTATION

TA 65

Request for Reimbursement

MUNICIPALITY	DISTRICT NO.	EA & Contract NO.	TOWN NO.
CHOOSE ONE BELOW:		% of Work Completed:	Amount Previously Paid Town:
☐ Final Claim	☐ Partial Claim	_____ %	
Name and address of claimant: 			Emergency Fund Grant ☐ Structures Grant ☐ Class 2 Roadway Grant ☐ Other (specify) ☐
I (WE) SWEAR TO THE CORRECTNESS OF THE STATEMENTS MADE IN THIS CLAIM AND THAT: 1. THE WORK IS COMPLETE AND HAS BEEN ACCEPTED BY THE MUNICIPALITY. 2. THE WORK HAS BEEN PERFORMED IN ACCORDANCE WITH THE GRANT AGREEMENT WITH THE VERMONT AGENCY OF TRANSPORTATION FOR THIS PROJECT. 3. THE TOWN HAS PAID FOR THE EXPENSES SHOWN HEREON (LABOR, EQUIPMENT, AND MATERIALS). _____ (sign) _____ (sign) _____ (sign) _____ (sign) _____ (sign)			Original Award Amount: \$ Amended Award Amount: \$ Total state funds awarded: \$ PROJECT COSTS: Total project costs to date: \$ Minus previous payments: \$ Minus municipality portion: \$ Amount of payment: \$ Authorized District Representative (sign) Approved Date _____

TA 65 Rev. 11-2015

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED OCTOBER 1, 2024**

"Attachment C: Standard State Provisions for Contracts and Grants" (revision version dated October 1, 2024) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at:

<https://bgs.vermont.gov/purchasing-contracting/forms>

**ATTACHMENT E
SPECIAL PROVISIONS**

1. **Cost of Materials:** Grantee will not buy materials and resell to the State at a profit.
2. **Prior Approval/Review of Releases:** Any notices, information pamphlets, press releases, research reports, or similar other publications prepared and released in written or oral form by the Grantee under this Grant Agreement shall be approved/reviewed by the State prior to release.
3. **Ownership of Equipment:** Any equipment purchased by or furnished to the Grantee by the State under this grant agreement is provided on a loan basis only and remains the property of the State.
4. **Grantee's Liens:** Grantee will discharge all contractors' or mechanics' liens imposed on property of the State through the actions of subcontractors.
5. **State Minimum Wage:** The Grantee will comply with the state minimum wage laws and regulations, if applicable.
6. **Equal Opportunity Plan:** If it is required by the Federal Office of Civil Rights to have a plan, the Grantee must provide a copy of the approval of its Equal Opportunity Plan.
7. **Construction:** The Grantee will construct the project using sound engineering practices and in accordance with plans defining the work.
8. **Permits, Compliance with Permit Conditions.** The Grantee will obtain all necessary permits and other approvals required to construct the Project and will be responsible for assuring that all permit or approval requirements are complied with during construction and, to the extent applicable, for the life of the project.
9. **Damage to Abutters.** The Grantee will pay the total cost of any incidental damages that may be sustained by abutting or adjacent property owners or occupants as the result of construction of the project.
10. **Acquisition of Additional Right-of-Way.** The Grantee will be responsible for obtaining additional right-of-way, if any, needed for the project. The cost of any such right-of-way shall be the responsibility of the Grantee.
11. **Utility Relocations.** The Grantee will be responsible for making any necessary arrangements for utility relocations needed to accommodate the project. Please call Dig Safe at 1-800-DigSafe (www.digsafe.com). The cost of any improvements to existing utilities shall be the responsibility of the Grantee or the utility.
12. **Traffic Control.** The Grantee will provide all traffic control necessary to assure the safe movement of traffic during construction.

13. **Maintenance of Project Improvements.** The Grantee will maintain the completed project in a manner satisfactory to the State or its authorized representatives and shall make ample provisions each year for town highways and structures. In this regard, the Grantee acknowledges that its attention has been directed to Vermont Statutes Annotated, Title 19, Sections 304 (Duties of selectmen) and 310 (Highways, bridges and trails).
14. **Cargo Preference Act Compliance (if applicable).** The contractor/recipient/subrecipient is hereby notified that the Contractor and Subcontractor(s)/recipients and subrecipients are required to follow the requirements of 46 CFR 381.7 (a)-(b), if applicable. For guidance on requirements of Part 381 – Cargo Preference – U.S. Flag Vessels please go to the following web link:
<https://www.fhwa.dot.gov/construction/cqit/cargo.cfm>

**DOT Standard Title VI Assurances and Non-Discrimination Provisions
(DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E**

Assurance Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement

as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Assurance Appendix F

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. § 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), (“...*which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.*”);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*), as implemented by 49 C.F.R. § 25.1 *et seq.*

Fw: Press Release - AOT Now Accepting Grant Applications for 2027 Transportation Alternatives Program (TAP) and Municipal Highway & Stormwater Mitigation Program (MHSMP)

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

Fri, Oct 2, 2026 at 9:04 AM

Good morning all -

Vtrans just announced the grant applications open for the Transportation Alternatives Program and Municipal Highway & Stormwater Mitigation Program.

Eligible project scopes include bike ped planning, bike ped design and construction and stormwater mitigation projects.

This is a Federal grant max of \$600,000 with \$150,000 local match for \$750,000.

Applications are due December 4, 2026.

If you are interested and would like application assistance, please let me know!

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](https://www.facebook.com/trorc) | [youtube](https://www.youtube.com/channel/UCv8Qv8Qv8Qv8Qv8Qv8Qv8Qv8Q)

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, October 1, 2026 11:32 AM

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

Subject: Press Release - AOT Now Accepting Grant Applications for 2027 Transportation Alternatives Program (TAP) and Municipal Highway & Stormwater Mitigation Program (MHSMP)



FOR IMMEDIATE RELEASE
October 1, 2026

Contact:

Scott Robertson, Transportation Alternatives Program Manager
802-793-2395, Scott.Robertson@vermont.gov

Ross Gouin, Municipal Highway & Stormwater Mitigation Program Manager

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

**Agency of Transportation Now Accepting Grant Applications for
2027 Transportation Alternatives Program (TAP) and Municipal Highway & Stormwater Mitigation
Program (MHSMP)**

Barre, Vt— The Vermont Agency of Transportation (AOT) is pleased to announced that this year more than \$4.6 million of TAP grant funding is available for all eligible activities as described in the *Vermont Transportation Alternatives Fall 2026 Application Guide* on the [Transportation Alternatives Program webpage](#).

Also, approximately \$1.5 million of MHSMP grant funding is available for eligible stormwater pollution mitigation projects as described in the *Municipal Highway and Stormwater Mitigation Program Guide* on the [Municipal Highway and Stormwater Mitigation Program webpage](#).

Please note that all applications are due by December 4, 2026. Paper applications will not be accepted.

###

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

Town of Pomfret Selectboard
DRAFT 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.