



# Town of Thetford Vermont

3910 Vermont Route 113 • P.O. Box 126 • Thetford Center, VT 05075  
802-785-2922 • [thetfordvermont.us](http://thetfordvermont.us)

## Selectboard Regular Meeting \*Draft\* Agenda – Online Only –

Monday, January 4, 2021 7:00pm

**Please note Section 6 of H.681, signed into law on March 30th, 2020, for the temporary suspension of designated physical meeting location requirements.**

To connect to Zoom via computer: <https://us02web.zoom.us/j/88122490498>

To connect via phone only: +1 (646) 558 8656 | Meeting ID: 881 2249 0498

**Note:** Selectboard meetings are in public, but not of the public. 1 V.S.A. § 312 (h) states, “At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson.”

7:00pm – Call to Order

1. Agenda Review
2. Public Comment
3. Town Manager Report
4. Appointment to the Development Review Board
5. Warrants and Minutes
6. Discussion of the 2021 Draft Municipal Budget <https://bit.ly/3qtxtnV>
7. Adjourn

Angela McCanna  
PO Box 100  
Post Mills, VT 05058

December 15, 2020

Town of Thetford Selectboard  
c/o Marion Betts, Selectboard Administrative Assistant  
PO Box 126  
Thetford Center, VT 05075

Re: Development Review Board Open Position

Dear Thetford Selectboard,

Thank you for appointing me to the Alternate Board Position on the Thetford Development Review Board in September.

During our last meeting, I learned of the new opening, and I am interested in becoming a Full Member of the Thetford Development Review Board.

As I mentioned in my September 16, 2020 letter, I have over twenty years of experience in designing, constructing and managing commercial real estate projects. I have skills in master planning, community outreach, sustainable design, and code analysis. Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink that reads "Angela McCanna". The signature is written in a cursive, flowing style.

Angela McCanna



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1                   Selectboard Special Meeting Anticipated Executive Session “Draft” Minutes

2

3

– Online Only –

4

December 10<sup>th</sup>, 2020

5

6

Please note Section 6 of H.681, signed into law on March 30th, 2020, for the temporary suspension of designated physical meeting location requirements.

7

8

9 In attendance:

10 Selectboard Members: Mary Bryant, Sharon Harkay, Steve Tofel, Li Shen, Nick Clark

11 Interim Town Manager: Tom Yennerell

12 Guest: Don Jutton of Municipal Resources Inc.

13

14 Nick Clark made a motion to enter executive session at 7:00 pm, per 1 V.S.A. §313 (a)(3) for  
15 purposes of interviewing a Town Manager candidate and invited Tom Yennerell and Don Jutton  
16 to participate.

17

18 The candidate joined the meeting at 7:03 pm.

19

20 The candidate left the meeting at 8:13 pm.

21

22 Nick Clark made a motion to exit executive session at 9:12 pm pm. Vote in favor unanimous.

23 No action taken.

24

25 Nick Clark made a motion to adjourn at 9:12 pm. Vote in favor unanimous.

26



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## Selectboard Regular Meeting \*Draft\* Minutes

– Online Only –

Monday, December 14, 2020 7:00pm

**Please note Section 6 of H.681, signed into law on March 30th, 2020, for the temporary suspension of designated physical meeting location requirements.**

Selectboard members present: Mary Bryant, Nick Clark (Chair), Sharon Harkay, Li Shen, Steve Tofel

Others present: Tom Yennerell (Interim Town Manager), Tracy Borst (Town Clerk/Treasurer), Police Chief Michael Evans, Mike Kiess (Town Moderator), Jim Masland (State Representative), Martie Betts (Selectboard assistant)

Total Zoom attendees: 30

Nick Clark called the meeting to order at 7:02.

### 1. Agenda Review

No changes to the agenda.

### 2. Public Comment

Melissa Krzal said she would like to thank Mark McMahon for all his service to the town. He has served on committees, the Selectboard, as the Recycling Supervisor, and on various boards. I appreciate his honesty, input and hard work. I would also like to thank his wife for her contribution at the recycling center. Safe travels to Mark and his wife.

I would also like to comment that part of meeting hard to watch last week as it developed into a disrespectful conversation. This board and the participants have been most respectful of each other. Talking in a derisive manner does not get anything accomplished. I've pushed on this before at other meetings. It's harkens back to the Selectboard meetings I attended with the previous administrations and it is unacceptable.

### 3. Request(s) to appeal Homestead Declaration late filing penalty

Carlie Ulman said her taxes were filed by her accountant on March 18<sup>th</sup>. When she checked the status online there was no record of the filing. It took some time to get a response from the State, and then she refiled.

**Motion** by Nick Clark to waive the Homestead Declaration late filing penalty of \$320.46.

**VOTE by roll call; Li Shen – in favor, Mary Bryant – in favor, Sharon Harkay – in favor, Steve Tofel – in favor, Nick Clark – in favor**

Chuck Cole said he neglected to mark his calendar when the filing date was extended to July 15<sup>th</sup>, and during the same time he had a bad bike accident resulting in a concussion. He lost track of things and filed an extension of his taxes until early October.



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1 Tracy Borst explained that this year both income taxes and the Homestead Declaration were  
2 extended until July 15<sup>th</sup>. Typically, the Homestead Declaration is due on April 15, even if an  
3 extension is granted for income tax.

4 **Motion** by Mary Bryant to waive the Homestead Declaration late filing penalty of \$628.41.  
5 **VOTE by roll call; Li Shen – in favor, Mary Bryant – in favor, Steve Tofel – in favor,**  
6 **Sharon Harkay – in favor, Nick Clark – in favor**

7

#### 8 **4. Discussion on the format of Town Meeting 2021**

9 Nick said they should start discussing Town Meeting as there could potentially be big changes in  
10 how they are conducted due to the pandemic.

11 Mike Kiess (Town Moderator) said he has been reading the information sent to Town Clerks and  
12 on the VLCT website. The first option to consider is postponing the meeting. The 2<sup>nd</sup> option,  
13 whenever the meeting is held, would be to include remote elements to allow for more  
14 participation. Before those decisions are made, we should take a step back from the details of  
15 how and when and check on our goals for Town Meeting. At Town Meeting we need to take  
16 care of town business in a timely way and get the budget approved. We also need to get as many  
17 people to participate as possible. Mike asked about other goals.

18 Nick said It would be a goal to conduct it safely and not spread the virus.

19 Sharon noted that the information from Tracy said there was no guarantee that the meeting can  
20 be postponed and wondered if there was an update.

21 Mike said there had been no update but according to VLCT, a Town Meeting can be opened and  
22 then adjourned and postponed to another day.

23 Jim Masland said at this point they haven't made a decision, but the Governor has expressed  
24 interest in doing as much of this as possible remotely. While Jim said he thinks we should do  
25 that, his one concern is that Thetford taxpayers are fond of trying to amend the budget from the  
26 floor. It would be very hard for people to do that when acting remotely, but he's not sure what  
27 the process would be. Jim recalled how resident Mike Pomeroy was very fond of doing that and  
28 that it's a time-honored tradition. While it's true that you will have a public hearing where you  
29 discuss things, you should consider how to accommodate taxpayers in amending a budget at a  
30 Town Meeting.

31 Nick said there have already been issues with people who don't have access to computers or the  
32 internet. Articles could be voted by mailing out Australian ballot, but that does eliminate the  
33 option of discussing or amending.

34 Tracy Borst expressed concerns about postponing, as the budget runs on a calendar year. If the  
35 meeting is postponed until the warm weather months the budget will be six months in. If it's not  
36 approved, it gets moved to another meeting. That's a long time to operate without a budget.

37 Tom agreed with Tracy. He felt it would be too risky to postpone considering the budget. Tom  
38 said nobody really knows what condition we will be in in June and if we will have the ability to  
39 assemble.

40 Mary Bryant wondered if safe spaces could be set up for people to watch together. Nick said the  
41 challenge would be too many people arriving; you can't turn them away, but you also can't  
42 safely let them attend.



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- 1 Steve Tofel and Chief Evans talked about the meeting Hanover held in May with people parking
- 2 in cars with voter cards and people monitoring. Chief Evans noted that people wouldn't be able
- 3 to park in fields in March or April, but it might be an option to consider for later in the year.
- 4 Tracy suggested proposing a flat budget with little controversy.
- 5 Nick said it wouldn't be that easy as some organizations are asking for an increase in their
- 6 budgets.
- 7 Tom said it was a good point about fixed costs and certain organizations looking for an increase
- 8 but with tough times it's not a bad idea for everybody to tighten their belt and not ask for
- 9 increases. Tom felt that they could generate a flat budget. There is still the conceptual problem of
- 10 the tradition of having a Town Meeting and the ability to make changes.
- 11 Mary liked Tracy's idea of a flat budget, with so many challenges let's consider it as a way to
- 12 make things easier.
- 13 Li Shen pointed out that what is meant by a flat budget is the final bottom line. It doesn't mean
- 14 different categories can't have different amounts from last year.
- 15 Steve said the conversation has shifted from Town Meeting to budget, which should be a
- 16 separate discussion.
- 17 Li felt the conversation went in that direction because there is not a big enough outdoor space to
- 18 hold 400 cars. If the meeting was pushed out even more into the warmer months, there is a
- 19 danger to the budget, so the two things are intertwined. Li said she would be in favor of a
- 20 bottom-line budget with number shifts.
- 21 Nick said discussion at Town Meeting is inevitable, and they are required to have a Town
- 22 Meeting, even if it's informational only. Pushing it out doesn't make sense because our budget
- 23 starts January 1. We need to engage as many people as we can. We can mail ballots, but also
- 24 maybe a separate information sheet on every article, with Zoom information to access a virtual
- 25 Town Meeting and maybe find a way to set up an outdoor screen somewhere.
- 26 Li wondered if it would be possible to have a hybrid meeting where people who don't have
- 27 internet could attend in their cars.
- 28 Mike Kiess said it would be possible, but it would take a team to pull it off. He said he has been
- 29 imagining something like that, maybe at Thetford Academy, and at other places that provide
- 30 internet in town. It would be a complicated and slow and it would need to be the simplest Town
- 31 Meeting we could imagine.
- 32 Tracy said that was a challenging scenario, with parking lots full of cars, and a Zoom platform. If
- 33 it rains or snows that's an added layer of complication and how are the people in their cars going
- 34 to be able to hear what's happening in the Zoom platform?
- 35 Nick said there is also the question of counting voters over Zoom, and how they would be
- 36 checked in.
- 37 Jim Masland suggested having a pre-meeting face to face where people are asked to vote on a
- 38 flat budget with a proviso to have a follow-up Town Meeting to consider amendments as may be
- 39 necessary. That way there would be a budget, but there would also be an understanding that there
- 40 will be a future meeting where they could propose amendments.
- 41 Steve asked what would be more dangerous about operating without a budget for 6 months when
- 42 we regularly do it for three.
- 43 Tom said when you don't know what your budget is going to be you have to be extremely
- 44 conservative. No discretionary spending, but there are always things that come up that you



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1 haven't budgeted for. If you go 6 months you have to continually think about that, plus we are a  
2 service organization, and it would impact the quality of our services.  
3 Li said the longer you don't have a budget, the more of a chance you're going to deviate from  
4 reality. What if there was a storm or some other event and you don't know how much money  
5 you're going to have.  
6 Nick thought that they should break it down into smaller questions, like whether or not we would  
7 postpone town meeting if legislature allowed it. Nick asked for the Selectboard opinions on  
8 postponing. He didn't think the meeting should be postponed, as we need an approved budget. Li  
9 agreed saying it was not a good idea to postpone if it can be avoided. Mary also didn't want to  
10 postpone. Sharon Harkay felt the budget needed to be voted in March, despite all the difficulty.  
11 Steve said he was inclined to postpone.  
12 Nick said if we vote by Australian ballot, we lose the ability to amend, but can have discussion.  
13 He would be willing to do that as long as our efforts to have an inclusive informational meeting  
14 and mailing are really reaching people. Li thought that was the best compromise, as she can't  
15 think of a way to get higher participation in a safely.  
16 The legislature would have to authorize the mailing of ballots and they will take that up in  
17 January. Jim Masland said it was likely they would take that item up right away.  
18 Steve said he would agree to Australian ballot. Sharon Harkay and Mary Bryant also support the  
19 Australian ballot.  
20

## 21 **5. Town Manager Report – Tom Yennerell**

22 Tom said Sarah Ecker has been working with the Norwich Recreation Department to include  
23 Thetford residents, and he approved an expenditure that will allow Thetford residents to  
24 participate at the Norwich rate.  
25 Transfer Station employees will not be shoveling snow instead of DPW employees.  
26 Complications have come up with the demolition of the house at Treasure Island. The water and  
27 electricity for the buildings at the beach area go through the main building. An alternative will be  
28 needed to make all that work, which makes it more costly than a simple demolition. There will  
29 need to be a permit from the Health Department.  
30

## 31 **6. Discussion on the draft Ordinance Regulating Dangerous or Unsafe Buildings**

32 Nick said the draft ordinance was reviewed by the Town attorney and suggested that it could be  
33 put on the next agenda for adoption.  
34 Mary said she didn't see anything that she had questions about or disagreed with concerning the  
35 wording or process.  
36 Jim Masland reminded the board about a resident who was upset by the previous Town Manager  
37 over a building of historical significance on her property. As she intends to begin work on it in  
38 the spring, Jim said he wouldn't want her efforts to work on the building precluded.  
39 Li said the ordinance takes a graduated approach and it would up to the discretion of the  
40 Selectboard to act on what information was presented about any building.  
41 Nick said the Town needs some mechanism on how to respond to a clearly unsafe building.  
42 Michael Watson asked if the Town would be hiring a building inspector, and would that  
43 inspector be looking at all properties or just what was considered dangerous.



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1 Nick said the process starts with someone having a substantial complaint about a building. Then  
2 a professional engineer would be hired to inspect that building.  
3 Tom confirmed that this is based on citizen complaints for a very unsafe building. It is not an  
4 ordinance meant to be proactive in looking for buildings that should be coming down.  
5 Michael Watson asked about a situation where a neighbor might be disgruntled or people going  
6 around assessing property.  
7 Nick said the complaint would have to be substantial enough to spend tax payer dollars on an  
8 engineer and legal fees.  
9 Li agreed saying if someone really wanted to get somebody else they could file a complaint but it  
10 has to be really substantial and repeated by more than one person.  
11 Michael asked if it would be warned as a public meeting.  
12 Nick said everything would be public except for any legal advice.  
13 Sharon Harkay added that when people are concerned that a building might fall into the roadway  
14 on cars, or pedestrians or bikers, the public is in danger. That's the kind of building we are  
15 looking at.

## 7. Discussion on private (and possibly public) water supplies

16  
17  
18 Nick said this was discussion on whether or not the town should work towards a public water  
19 supply in any of its villages.  
20 Li asked if anyone from the current, private water company boards was in the meeting and could  
21 give any information on how they were started. There wasn't any plan for them and there is some  
22 distance between them. An integrated system would only happen with a lot of money.  
23 David Fisk said people in parts of Post Mills will need a water supply because there is  
24 developable land near the landfill.  
25 There was discussion about the contamination in the water at the landfill.  
26 David said the water supply for the Post Mills water association is east of the land fill on the  
27 natural area. They drilled into bedrock to over 800'. A geo engineering company analyzed the  
28 fractures and determined 9 houses could be served. It was probably not connected underground  
29 to the bedrock under the landfill and so far, the water has tested clean. However, the soil under  
30 the landfill is contaminated.  
31 Jim Masland said that was an accurate description of the aquifers and good information to start  
32 with. With regards to a future town water supply entity, it's likely we'd have to have several  
33 different groups due to the topography.  
34 Nick wondered if the town needed to buy more land, or if the Post Mills nature area was enough  
35 water for a sizeable water supply.  
36 Tom said the typical legal structure of water systems are separate from normal municipal  
37 operations. They are normally separate legal entities and not funded by tax dollars but by user  
38 fees. There are approximately 7 users of the Post Mills water system. Unless it's expanded, those  
39 7 users would have a very large bill to finance, and that would be the case in any of the 5 or 7  
40 private water systems throughout the town. Connecting them isn't feasible in any way,  
41 economically speaking. Tom said the only efficiency I could see would be to have some sort of  
42 Thetford water system, where maybe one person was doing most of the work with someone  
43 doing administrative work. This is a very difficult and expensive topic.





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1 Mary Bryant said if water wasn't addressed to some degree, then we are missing changes for  
2 economic development, housing, and people moving into area. With the village designation  
3 would there be any assistance from Economic Development Fund, or some other place?  
4 Li said she went on a tour of the East Thetford system. The land was donated but all of the  
5 structures and wells cost several hundreds of thousands of dollars. They have a new water supply  
6 but it's so expensive they can't afford it and are getting off. The number of homes it can  
7 accommodate is well less than 100. It's a numbers game and it's very challenging. They have  
8 applied for and received some of those grants, but even so the fees are high.  
9 Jim Masland said a more complicated point, if there is to be business development in Post Mills  
10 or East Thetford would be the need for municipal sewage disposal.  
11 Mike Kiess, who works as a housing coordinator for Vital Communities, said it is a fact that for  
12 thousands of towns and cities around country their infrastructure is bankrupting them. The cost  
13 of operation and maintenance continue to increase. People generally borrow and the idea that  
14 somehow growth would service the debt is not a solution. Mike said the idea should be explored,  
15 but with a complete analysis that would cover multiple decades. What's the replacement, user fee  
16 and to what extent do we want other taxpayers to subsidize, if at all? Grants for infrastructure are  
17 like when someone gives you a free car that needs a lot of maintenance. Mike suggested  
18 speaking with the Planning Commission and Green Mountain Economic Development  
19 Corporation.  
20 Stuart Blood said he agreed with David Fisk about the potential for problems with future  
21 developments inadvertently drilling into contaminated aquifer in Post Mills. The Town should  
22 either supply clean water or restrict future development, which is counter to what our town plan  
23 says for the Post Mills village.  
24 There was discussion about possible sources of grant money.  
25 Chip Hopson, the treasurer of the East Thetford Water Company said they are coming close to  
26 culmination of 3-year plan for a deep well. The final step is installing the manganese filtration  
27 system that state is insisting on. The total cost is \$250,000 with 32 users which would break the  
28 backs of all of the members if we had to pay it all. With EPA funded money the State has been  
29 encouraging us to do that work and we have been told we will have 75% of that amount waived.  
30 That would leave \$50,000 over the next 20 years with 0% interest. The higher cost is going to be  
31 the operation, ongoing treatment and testing. If you put in a whole new system, it would cost  
32 several million dollars.  
33 Nick said it sounds like there is a long term need in terms of water pollution and development.  
34 Perhaps a committee could be formed to explore the idea of a public water source in one or more  
35 villages.  
36 Li Shen agreed to work on a charge for that committee.

## 8. Discussion on the 2021 draft municipal budget. <https://bit.ly/3qtxtnV>

### ~~1. Town facilities and the need for land~~

### 2. Quote for additional life insurance benefits

Nick said Guy and Tracy had worked on estimates for additional employee life insurance benefits, and the information is in the packet.



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1 Mary Bryan said it looked like an additional \$121.00 a month for 9 employees.  
2 Sharon Harkay said she looked at the yearly cost to go to \$25,000 for life insurance for all 9  
3 employees, and it was \$494.00 more a year. For \$50,000, it would cost \$1223 .00 per year over  
4 what we are spending now. Given that we are trying to cut back in so many areas, I would agree  
5 to the \$25,000 but also wouldn't say no to the \$50,000.  
6 Mary said it was a relatively small increase to the entire budget for our employees to have a nicer  
7 benefit and I would go to the \$50,000 life insurance policy.  
8 Tom Yennerell said in comparison with other towns it's quite rare to provide life insurance  
9 policies. In an environment where we're talking about cuts everywhere, no pay increases and not  
10 filing positions, I don't even know why we are considering this. The contracts include insurance,  
11 so we have to keep it. If you were to poll the employees and ask them if they would like an  
12 increase in life insurance or money in their pocket, they are going to tell you money in their  
13 pocket.  
14 Li said Tom made a good point and we are already unusual in offering life insurance. We are  
15 making this budget very tight. I would follow Tom's advice on this.  
16 Mary said it did not change my opinion.  
17 Sharon said she wouldn't go to \$50,000 so we can leave the way it is or go up to the \$25,000.  
18 Tom suggested setting this aside until the budget is finished and we are also finished talking with  
19 the collective bargaining association.  
20 Mark McMahan said he has been listening for the last hour and would like clarity about statutory  
21 responsibilities. Who prepared the budget for recycling?  
22 Nick said that department budget was set in a meeting between him, Tom and Nathan. It was my  
23 understanding that Tom is still working with Mark.  
24 Mark said there is some lack of clarity with information he got from Tom and wanted to make  
25 sure that the new Recycling Coordinator is provided with adequate funding to do the job.  
26 Nick said there was a time when he and Tom were both working on the budget.  
27 Mark asked if they would please involve the new Recycling Coordinator with the  
28 communication between Nathan, Nick and Tom.  
29 Michael Watson asked if it would be possible to hear the original town budget from the Town  
30 Manager, before it was taken over by Nick.  
31 Nick said to be clear it wasn't taken over. Tom had just taken over, and there were some  
32 contextual things Nick worked on, such as the bond payments, committees, and appropriations.  
33 The work was done in parallel. There weren't separate files and Nick wasn't in any way taking  
34 over. He wouldn't go in and change things around or make up numbers.

35  
36

### 3. Treasure Island operations

37 David Roth, chair of the Treasure Island Exploratory Committee, said they have met several  
38 times and have discussed whether they should be involved in helping with short term operations.  
39 Sharon Harkay if he was referring on how to manage day to day operations.  
40 David said the committee would be looking at issues of operations. This question is, should the  
41 Lake Fairlee Association engage more formally with the exploratory committee, in a much larger  
42 role, for instance, being engaged in fund raising, education, and conservation work.  
43 Sharon Harkay said if we go back in time a little, the Friends of Treasure Island looked at the  
44 possibility of putting together a non-profit. Was liability the stopping point?



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- 1 Li remembered that liability was a factor as they wouldn't have town coverage.  
2 Sharon said she thought they should look at it as a possibility.  
3 Li asked Tom for his opinion.  
4 Tom said he was going to be really frank. When this committee was formed there was not a  
5 charge as to what it was supposed to be doing. Talking about running recreation and leasing the  
6 land is out of the realm of what a committee should do. Tom thought they would be working on a  
7 master plan. The Town Manger is responsible for all town owned facilities and should be playing  
8 a role in this.  
9 Nick said he thought it wasn't the committee trying to take on operations but exploring a  
10 management contract with a third party. It would no longer be the town managing Treasure  
11 Island, but a third party. The committee would make sure the contract was being adhered to.  
12 Li wondered if this could this be viewed as a concept for the master plan. Li said she admired the  
13 enthusiasm, energy and creativity but has to keep bringing up that we are now a Town Manager  
14 form of government and they are statutorily responsible for town lands and facilities.  
15 Nick said there is some gray area here because a Town Manger can't sign a contract unless it's  
16 been budgeted or approved by the Selectboard. It's a process question. If we go in this direction  
17 how do we do it with a town manager form of government? What I'm hearing is we already had  
18 an exploratory committee, and their conclusion is the same that we're hearing now with a new  
19 committee. In terms of budget, do we want to see something specific or do we want to find out if  
20 it's worth going down this path.  
21 Tom said this is an example of miscommunication and mild chaos that we have to be really  
22 careful of. When people representing the town start talking to other entities, that can get  
23 confusing and things can go awry. While Tom applauds David and the committee for initiative  
24 and creativity, the lines of communication have to be wide open especially when citizens begin  
25 to inquire of elected officials, and we shrug and say we don't know.  
26 David Roth said they had been told a few weeks ago that they didn't need to look into operations  
27 but wondered if they should now that there is no Rec director.  
28 Tom said the Selectboard would need to make a proposal to the Lake Fairlee Association if the  
29 Selectboard was interested in the idea. Tom said the Town Manager should be involved. At this  
30 point getting Treasure Island ready to open is still a town responsibility. We have money in the  
31 budget for staffing.  
32 **Motion** by Nick Clark to ask the Treasure Island Exploratory Committee to work with the Lake  
33 Fairlee Association (LFA) on a draft contract to have LFA manage Treasure Island, and to  
34 present the draft contract to the Town Manager and Selectboard.  
35 **VOTE** by Roll Call: Li Shen – in favor, Mary Bryant – in favor, Sharon Harkay – in favor,  
36 Steve Tofel – in favor, Nick Clark – in favor

## 4. Stipends

### 9. Personnel Policy

41 Tracy Borst asked about an effective date for the new policy, stating that December 27<sup>th</sup>, 2020  
42 makes sense. Tracy noted that in the new policy to be eligible for benefits an employee has to  
43 work at least 30 hours with the benefits pro-rated. The previous policy state an employee must  
44 work 30 hours or more to be eligible for benefits and they were pro-rated.



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- 1 Tom said some of the changes were either updated to best management practices or were legal
- 2 changes. If the Selectboard didn't intend to make that change then Tom suggested going back to
- 3 the 30 hours.
- 4 The Selectboard agreed.
- 5 Tracy said another change was for holidays. Part-time employees and holidays have always been
- 6 something of a discussion. Years ago, if a holiday fell on an employee workday, then they got
- 7 paid for the holiday. The struggle has always been determining regular working hours. In 2018,
- 8 holiday pay was pro-rated to the number of hours they worked in a week. Without that,
- 9 processing holiday pay was very difficult.
- 10 Li said she remembered that now, and there was a very good reason for that change.
- 11 Tom suggested that Tracy go through the policy from a payroll administration standpoint and let
- 12 the Selectboard know of the differences.
- 13 Tracy said this policy gives holiday time to all employees, including part-time employees that
- 14 work just a few hours a week. Previously, an employee had to work 20 hours or more to be
- 15 eligible. Vacation time has also been opened to all employees. The paragraph on community
- 16 service could be moved to section 7.
- 17 Sharon pointed out that there are people who work less than 20 hours a week but have more than
- 18 10 years of service.
- 19 Tracy said they could grandfather those employees so they would still be covered that way.
- 20 Tracy said the previous social media policy had its own signature and acknowledgment page.
- 21 Nick asked Tracy why she would move the community service paragraph.
- 22 Tracy said community service was a benefit that gave employees 16 hours annually. If an hourly
- 23 employee is going to be paid for time on a committee or commission, how are you going to
- 24 compensate a salaried employee?
- 25 Nick said that was the question, how would we compensate a salaried employee? You can't give
- 26 them hourly compensation and allowing an employee to come in late doesn't change the fact that
- 27 they will still have the same amount of work to do that day.
- 28 Tracy said part of this came from salaried employee who went home early the day following a
- 29 meeting and then there was a big discussion.
- 30 Nick said the hang up is "compensation". A Town Manager would probably determine whether
- 31 an employee could come in late or leave early, so we're not talking about time, we're talking
- 32 about money. Maybe we could increase salary for a short period of time?
- 33 Tracy asked if they would be looking to compensate that salaried employee more?
- 34 Nick said if a job description is expanded by being on a committee – how do you legally
- 35 compensate them while they are serving on a committee?
- 36 Steve asked if the salaried position could be treated one way and then hourly for the committee
- 37 work?
- 38 Martie Betts said she didn't see why anyone would need to be compensated for being on a
- 39 committee or commission and it seemed awkward that we ask citizens to volunteer while paying
- 40 an employee. Unless the Town Manager tells an employee that they are required to do it for their
- 41 job, they shouldn't get compensated.
- 42 Li said she agreed with Martie.
- 43 Mary Bryan also agreed, saying she works at a school and if she's on a committee she doesn't
- 44 get paid for that.



# Town of Thetford Vermont

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1 Sharon Harkay agreed, and she has been on plenty of committees without compensation.  
2 The Selectboard agreed there should be no extra compensation for serving on committees.  
3 **Motion** by Nick Clark to adopt the Personnel Policy as edited, including adding the suggested  
4 line F to addendum A if it's deemed legal, with an effective date of December 27<sup>th</sup>, 2020. **VOTE**  
5 **unanimous (5-0-0)**

6

## 7 **10. Warrants and Minutes**

8 **Motion** by Nick Clark to accept the minutes of the November 30<sup>th</sup>, 2020 Selectboard meeting as  
9 edited. **VOTE unanimous (5-0-0)**

10 **Motion** by Sharon Harkay to accept minutes of the December 7<sup>th</sup>, 202 meeting as edited. **VOTE**  
11 **unanimous (5-0-0)**

12 **Motion** by Nick Clark to accept the warrants as presented. **VOTE unanimous (5-0-0)**

13

## 14 **11. Real estate negotiations, anticipated Executive Session, 1 V.S.A. § 313 (a)(2)**

15 **a. Town Forest on Five Corners Road**

16 **b. School District lands on Thetford Hill**

17

## 18 **12. Personnel matters, anticipated Executive Session, 1 V.S.A. § 313 (a)(3)**

19 **a. Town Manager candidate review**

20 **b. Labor relations agreements, anticipated Executive Session, 1 V.S.A. §**  
21 **313 (a)(1)(B)**

22 **Motion** by Nick Clark at 10:15 pm to find that premature public disclosure of real estate  
23 negotiations, labor relations agreements and evaluation or appointment of an employee would  
24 place the Town or an individual to suffer a substantial disadvantage, per 1 V.S.A. § 313(a)(1).  
25 **VOTE unanimous (5-0-0)**

26

27 **Motion** by Nick Clark to enter Executive Session at 10:16 pm per 1 V.S.A. § 313(a)(1), 1 V.S.A.  
28 § 313(a)(2) and 1 V.S.A. § 313(a)(3) and to invite the Interim Town Manager Tom Yennerell  
29 and the Town Clerk & Treasurer Tracy Borst to participate in the meeting. **VOTE unanimous**  
30 **(5-0-0)**

31 **Motion** by Nick Clark to exit executive session at 11:47 pm. **VOTE unanimous (5-0-0)**

32 No action taken.

33

## 34 **13. Adjourn**

35 **Motion** by Nick Clark to adjourn the regular Selectboard meeting at 11:17 pm. **VOTE**  
36 **unanimous (5-0-0)**

37

38

39

40





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1 Selectboard Special Meeting  
2 Anticipated Executive Session “Draft” Minutes  
3

4 Online Only  
5 December 21<sup>st</sup> 2020  
6

7 Please note Section 6 of H.681, signed into law on March 30th, 2020, for the temporary  
8 suspension of designated physical meeting location requirements.  
9

10 In attendance:

11 Selectboard Members: Mary Bryant, Sharon Harkay, Steve Tofel, Li Shen, Nick Clark

12 Town Clerk & Treasurer: Tracy Borst

13 Guest: Don Jutton of Municipal Resources Inc.  
14

15 Nick Clark called the meeting to order at 7:01pm  
16

17 The board agreed to re-order the agenda to place real estate and articles at the end of the agenda  
18 so as not to delay the guest Don Jutton  
19

20 Nick Clark made a motion to enter executive session at 7:04 pm, per 1 V.S.A. §313 (a)(3) for  
21 purposes of discussing the potential hiring of a Town Manager, and real estate negotiations, and  
22 invited Tracy Borst and Don Jutton to participate.  
23

24 Don Jutton left the meeting at 9:24pm  
25

26 Nick Clark made a motion to exit executive session at 9:45pm. Vote in favor unanimous.  
27 No action taken.  
28

29 There was discussion about whether to present an Article at Town meeting about opting-in to the  
30 cannabis retail market.

31 There was discussion about funding of the Town Lands Management Fund.  
32

33 Nick Clark made a motion to adjourn at 10:12pm. Vote in favor unanimous.  
34  
35  
36



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**Selectboard Meeting**  
**Anticipated Executive Session “Draft” Minutes**  
**-Online Only-**

Monday 28th December 2020 at 7:00 pm.

Please note Section 6 of H.681, signed into law on March 30th, 2020, for the temporary suspension of designated physical meeting location requirements.

In attendance:

Select board members Mary Bryant, Sharon Harkay, Li Shen, Steve Tofel, Nick Clark.

Interim Town Manager Tom Yennerell

Town Clerk & Treasurer Tracy Borst

Guests, Don Jutton, Brian Gazda

Members of the public : 2

Nick Clark called the meeting to order at 7:02pm and invited public comment.

Seeing none, Nick Clark made a motion to enter executive session at 7:05pm, pursuant to 1 VSA § 313 (a) (3) to review profiling results and ongoing negotiations regarding a Town Manager candidate, and to invite the participation of the Interim Town Manager, the Clerk/Treasurer, Bryan Gazda and Don Jutton of Municipal Resources Inc.. Vote in favor unanimous.

Nick Clark made a motion to exit executive session at 8:16 pm. Vote in favor unanimous.

Li Shen made a motion authorizing Municipal Resources Inc. to complete background checks on the primary candidate and, subject to the results, to finalize an agreement by the end of January.

Vote by Roll call: Li Shen, in favor; Sharon Harkay, in favor; Mary Bryant, in favor; Steve Tofel, in favor; Nick Clark, in favor.

Nick Clark made a motion to adjourn at 8:20 pm. Vote in favor unanimous.