



Town of Thetford Vermont

3910 Vermont Route 113 • P.O. Box 126 • Thetford Center, VT 05075
802-785-2922 • thetfordvermont.us

Selectboard Regular Meeting *Draft* Agenda

– Online Only –

Monday, June 7, 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

7:00pm – Call to Order

1. Agenda Review
2. Town Manager Report – Bryan Gazda
 1. Treasure Island Opening Update
 2. Village Center Designation Public Meeting
 3. Personnel Update – Open Positions
 4. Unsafe Building – Route 113, Post Mills
 5. AT&T Cell Tower Update
 6. Other
3. Public Comment
4. Continuing Discussion on Shared Lane Markings (Sharrows) Grant
5. Discussion of Speeding on Thetford Roads
6. Discussion and Possible Approval of Intermunicipal Regional Energy Coordinator Service Agreement.
7. Continuing Discussion of Subdivision Regulations
8. Approval of Financing for Department of Public Works Front End Loader
9. Discussion of Possible Movement Toward Hybrid Selectboard Meetings
10. Warrants and Minutes
11. Adjourn

SMALL-SCALE BIKE/PED PROJECTS

1. **Community Need—15 Points:** What walking and/or bicycling access or safety problem are you trying to solve? Describe the length and/or type of facility being proposed. What key destinations will be served by this project? Describe the project area and how the proposed project will improve conditions.

If applying for a specific pedestrian crossing improvement, such as Rectangular Rapid Flashing Beacons, be sure to include information such as the posted speed, traffic volumes and other factors that support the need for these devices. See the VTrans Ped Crossing Guide for technical guidance - <https://tinyurl.com/ped-crossing-guide>.

Academy and Tucker Hill Roads serve as the main connectors to Route 132 and Route 113 in Thetford, and bring cyclists to the denser areas of town along Route 113. Route 132 is the main artery for access to/from Strafford/Norwich, and cyclists can be found using the full travel lane on Route 132. This section of Rt. 132 is marked as a bike route on the Vermont State Bike Map, issued by the Vermont Department of Tourism and Marketing. The entire area (Route 132, Tucker Hill Road, and Academy Road) is utilized heavily by bicyclists, and is also notable because there is an e-bike business on Academy Road on Thetford Hill. This business rents e-bikes and offers tours to its customers.

The roads, however, are not currently marked to alert drivers to the potential for bike traffic. Tucker Hill Road, Academy Road, and Route 132 all have almost no shoulder, and cyclists are currently riding in the travel lanes without any warning to drivers. The popularity of e-bikes and the Thetford e-bike rental business, Vermont Bike & Brew on Academy Road, have increased the numbers of the cycling public, especially those with little experience of cycling hazards. In addition, both Academy Road and Tucker Hill Road pass through covered bridges in residential neighborhoods. Both of these bridges, the Union Village bridge and the Thetford Center bridge, are single-lane, dark and narrow. Finally, residents who walk across the covered bridges to reach Town facilities complain that 1) vehicles go through at high speed; 2) vehicles travel too fast on the residential portion of those roads.

We propose to install Bicycle Shared Lane road markings (sharrows) for the lengths of Academy Road and Tucker Hill Road (a total of about 5 miles) at a distance of every 250 feet in the 25 mile-per-hour zones and 500 feet in the 35 mile-per-hour zones. We also propose to install roadside signs on either side of both covered bridges (two to alert drivers to pedestrians crossing the bridge, and two to inform drivers that bicycles may use the full lane while crossing the bridge), as well as along the entire length of Rt. 132 in Thetford (about 5 miles) at a distance of every half mile. For a full count of the number of sharrows and signs proposed, see Attachment A: Sharrows and Signs – Thetford Bike/Ped Project.

10-15 Points – Project completes a missing gap in a pedestrian or bicycling network and serves obvious bike/ped generators.

5-9 Points – Reconstruction of important facility in a local network.

0-4 Points – Unclear how proposed facility contributes to a network or solves a safety problem

Higher scores are given for quantifiable evidence of safety issues or documented deficiencies such as ADA compliance, demonstration of facility as high need via planning documents or connecting segments of an existing network, and increasing access to destinations and/or areas of denser land use.

2. **Project Budget—10 Points:** Describe how the project construction budget was developed. Provide detailed budget backup if available.

The project budget was developed in consultation with Thetford's Department of Public Works. See "Budget support information" for details.

6-10 Points – Cost is consistent with bid history on similar projects and/or detailed backup information provided

0-5 Points – Cost is significantly less than similar projects or no detail provided

Higher scores are given for detailed project budgets that are realistic and have adequate backup.

3. **Complexity—10 points:** Is the project straightforward and easy to implement? Is it within existing highway right of way? Do you anticipate the need for any environmental permits? Are there design challenges like structures or new subsurface drainage?

This is a very simple project to implement, as it does not involve any new infrastructure. Road closures, if needed at all, will only happen at the covered bridges. All work is proposed in the existing highway right of way.

6-10 Points – Project likely to be within existing town highway right of way. Little or no technical challenges

0-5 Points – Project is in VTrans Right of Way or needs additional rights. Historic resources impacted. Technical difficulties such as structures or drainage required.

Higher scores for fewer complexities and likelihood that project can be built within existing highway right of way.

4. **Project coordination – 5 points:** To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route?

Route 132 is being rebuilt and resurfaced this year, and new guardrails will be installed. This would be the ideal time to add signage. There are no other state or local projects that would impact the project timeline and schedule for completion. The project is proposed on a town-maintained route.

Higher score for no conflicting projects, lower score for several coordination needs.

5. **Project Commitment—5 Points:** Describe your plan for keeping this project moving forward. How does this project rank as a priority within the community?

This project ranks as a high priority. Increasing pedestrian and cyclist access to village centers is a top priority in Thetford's recently adopted Town Plan, especially as it relates to economic development and emissions reductions, and Tucker Hill Road and Academy Road are main arteries in two of Thetford's five villages. The proposed route also encloses the Army Corp's Union Village Dam Recreation Area, which features numerous hiking and biking trails. There are several trailheads along all three roads. Increasing recreation opportunities for people of all ages is a priority in Thetford's Town Plan. This is the second VTrans grant the Town has applied for related to this effort. The Town is committed to seeing this project through, and doing so on time.

6-10 Points – A specific plan for managing the project is outlined clearly with responsible party identified.

0-5 Points – Plan for managing the project is missing or not specific.

Higher scores for identification of a plan for managing the project and clear indication of priority. Lower score for vague or ill-defined management plan.

Click or tap here to enter text.

Attachment A: Sharrows and Signs - Thetford Bike/Ped Project

Totals

Total Sharrows	156
Total Bicycle Signs	25
Total Pedestrian Signs	4

25 MPH Zones

Section	Length (Miles)	Sharrows (250 ft spacing)
2584 Academy Rd to Rt 132	0.3	13
785 Academy Rd to Thetford Hill (Rt 113)	0.8	34
1708 Tucker Hill Rd to Rt 132	0.5	21
459 Tucker Hill Rd to Rt 113	0.5	21
Before covered bridge (x2)		4
Total (both directions)	2.1	93

40 MPH Zone

Section	Length (Miles)	Bicycles May Use Full Lane (every 0.5 mile)
Tucker Hill Rd to Academy Rd (Rt 132)	2.9	12
Tucker Hill Rd to Strafford border (Rt 132)	2.3	9
Total (both directions)	5.2	21

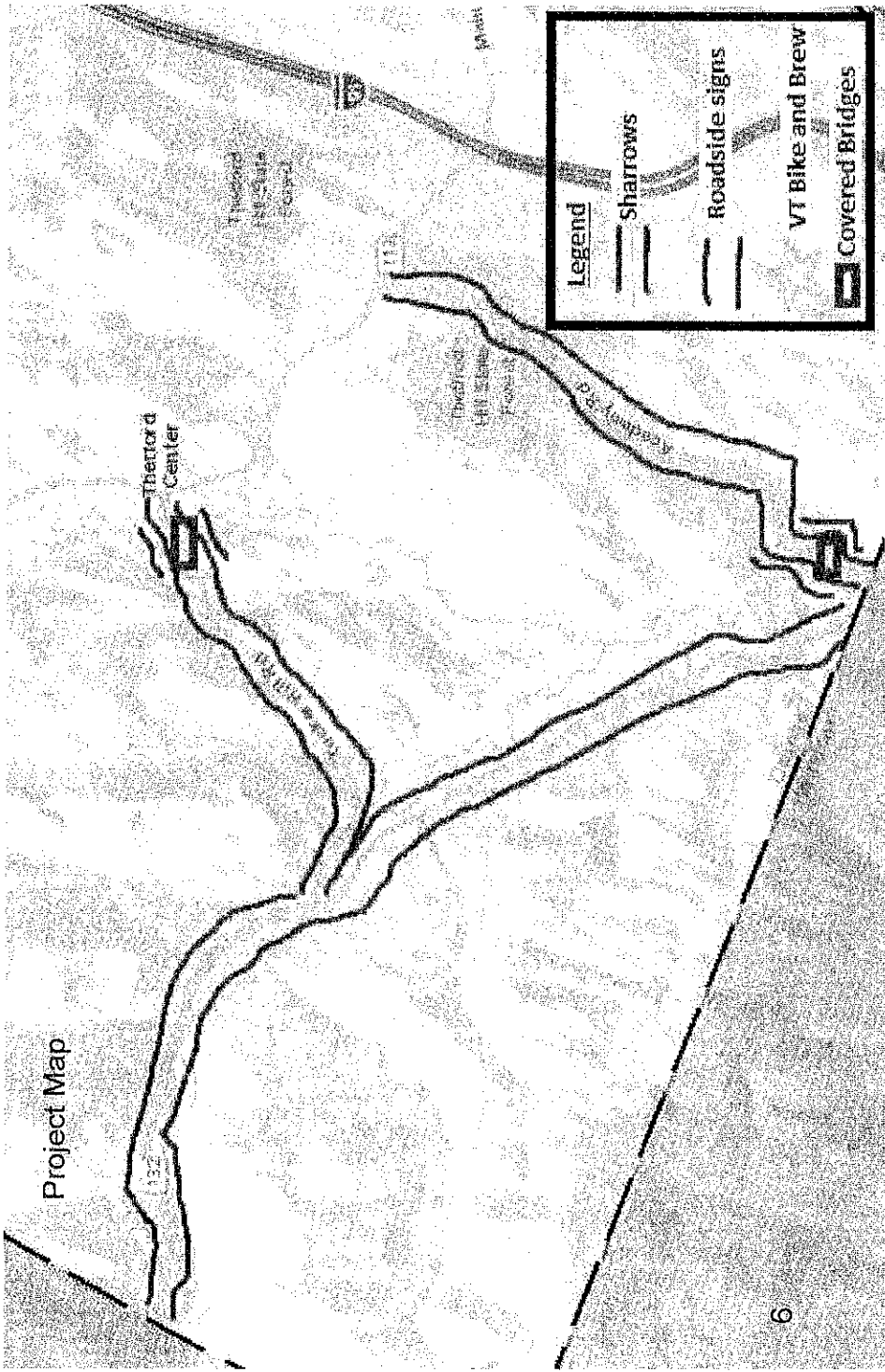
Pedestrian and Bicycle Warning Signs

Section	Total
Covered Bridges (Pedestrian)	4
Covered Bridges (Bicycle)	4

35 MPH Zones

Section	Length (Miles)	Sharrows (500 ft spacing)
785 Academy Rd to 2584 Academy Rd	1.8	38
1708 Tucker Hill Rd to 458 Tucker Hill Rd	1.2	25
Total (both directions)	3	63

4



Budget support information

2021 VTrans Small-scale Bike/Ped Grant Itemized Project Budget

Applicant: Town of Thetford

Project Name: Bicycle Travel and Shared Lanes at Thetford Covered Bridge

<u>Materials</u> Item	Description	Unit Cost	Quantity	Total Cost
Road stencil	FHWA/DOT approved stencil	\$ 165.00	1	\$ 165.00
Road reflective paint		\$ 275.00	11	\$ 3,025.00
Sign	MUTCD Regulatory Signs and Plaques for Bicycle Facilities (R4-11)	\$ 50.00	25	\$ 1,250.00
Sign	MUTCD Warning Sign and Plaque (W11-2)	\$ 50.00	4	\$ 200.00
Metal post	2" square posts; 10 ft tall	\$ 52.95	25	\$ 1,323.75
Sign mounting hardware	Tamper resistant nut & bolt	\$ 3.75	25	\$ 93.75
Screwdriver	Tamper resistant bolt specialized screwdriver	\$ 9.90	1	\$ 9.90
Materials total				\$ 6,067.40

<u>Labor</u> Item	Description	Hourly Rate	Hours	Total Cost
Thetford Department of Public Works	Road closures/re-openings, applying road markings, installing posts and signs, cleanup, and travel	\$	21.00	\$ 4,200.00
Total Project Cost				\$ 10,267.40

10,500

\$5,250 - VTRANS

\$5,250 - Local Share

7 #L



Town of Thetford Vermont

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#4

Re: 2021 VTrans Small-scale Bicycle/Pedestrian Grant Program

To whom it may concern,

The Thetford Selectboard supports the application to the VTrans Small-scale Bicycle and Pedestrian Grant titled, "Thetford Hill and Thetford Center Cyclists Safety Connectors." The Selectboard acknowledges the 50% local match, consisting of an in-kind contribution of \$4,200, and a cash match of \$933.70. The Selectboard further commits to maintain the shared lane markings and signs installed as a result of this project.

Sincerely,

Town of Thetford Selectboard

Nick Clark, Selectboard Chair

From: Sharon Harkay <sharkay@thetfordvt.gov> on behalf of Sharon Harkay
Sent: Friday, June 04, 2021 10:16 AM
To: Marion Betts
Cc: Bryan Gazda; Sharon Harkay
Subject: Photos of Tucker Hill Road's Bad Pavement for Sharrow's Discussion--Group 1 of 3



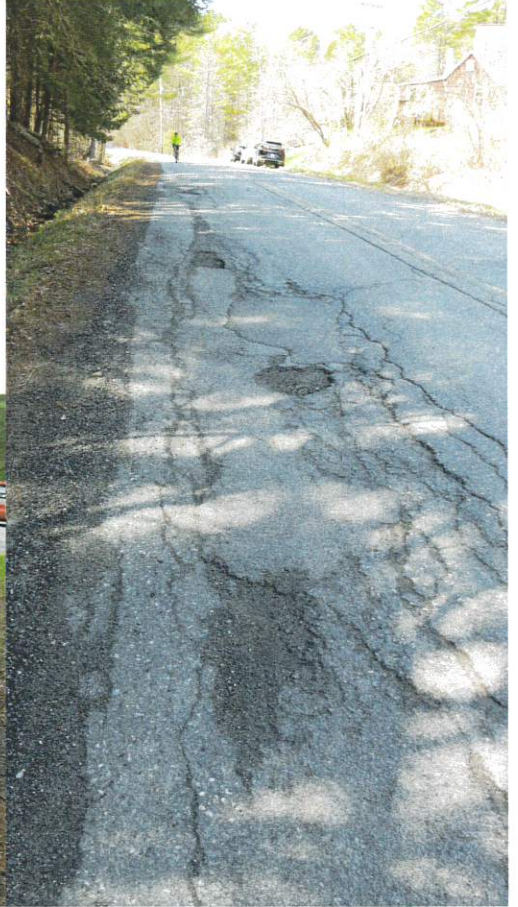
#4



From: Sharon Harkay <sharkay@thetfordvt.gov> on behalf of Sharon Harkay
Sent: Friday, June 04, 2021 10:18 AM
To: Marion Betts
Cc: Bryan Gazda; Sharon Harkay
Subject: Photos of Tucker Hill Road's Bad Pavement -- Group 2 of 3



74

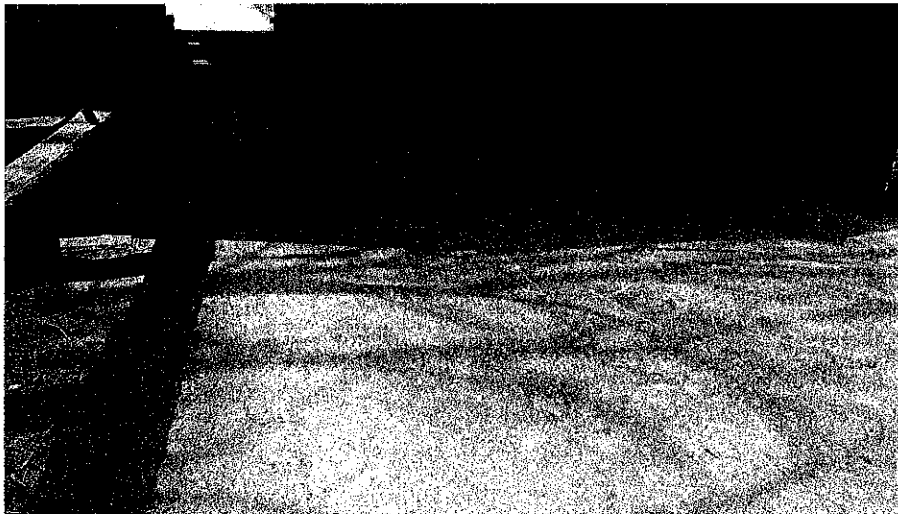


From: Sharon Harkay <sharkay@thetfordvt.gov> on behalf of Sharon Harkay
Sent: Friday, June 04, 2021 10:19 AM
To: Marion Betts
Cc: Bryan Gazda; Sharon Harkay
Subject: Photos of Tucker Hill Road's Bad Pavement -- Group 3 of 3



#4





#4

Intermunicipal Regional Energy Coordinator Service Agreement (IRECSA)

05-18-21 draft

Purpose

The purpose of this Intermunicipal Regional Energy Coordinator Service Agreement ("Agreement") is to enable Two Rivers-Ottawaquechee Regional Commission ("TRORC") to hire an Intermunicipal Regional Energy Coordinator ("IREC"), whose purpose shall be to work with the seven towns that are signatories to this Agreement to lessen overall energy use, lower greenhouse gas emissions, and move to renewable generation of electricity within participating towns. These actions will further state, regional and local energy goals. The IREC's work will focus on energy efficiency, conservation, and renewable production by the participating towns in their operations. As desired by the participating towns, this Agreement may also achieve these goals for other public or non-profit organizations in the towns, as well as their broader general populations.

Participation

Participation by a town in this Agreement is voluntary and only valid upon appropriate board action, as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law, by the legislative body of the participating towns. Other parties besides the participating towns may be included in this Agreement upon agreement by all parties as may be relevant to a particular service. By signing this Agreement, each participating town certifies that its participation in this Agreement has been approved by all necessary actions under its Charter and local ordinances and policies, if any, and under applicable state law.

Effective Date

This Agreement shall become effective on July 1, 2021, and shall end on June 30, 2022.

Modification

Any modification to this Agreement shall not become effective unless in writing and approved by the legislative bodies of all participating towns and the TRORC Board. A copy of any such modifications shall be provided to all parties to this Agreement.

Governance

TRORC has adopted provisions in Article 4 of its bylaws pursuant to Title 24, section 4345b regarding intermunicipal service agreements. This Agreement is made in accordance with those bylaws, and the adopted policies of the participating towns.

The IREC shall be a TRORC employee reporting to and managed on a day-to-day basis by the TRORC Executive Director. The TRORC Executive Director shall have the sole discretion and authority to make personnel decisions with respect to the IREC, without limitation, any hiring and termination decisions, compensation, formal performance evaluations, and disciplinary actions. TRORC shall be the employer of the IREC for all employment-related purposes.

Each participating town shall appoint a representative to a Steering Committee, which may provide nonbinding input into the IREC's work activities, subject to budget limits, and the Steering Committee shall determine and define the IREC's overall goals and scope of tasks. Representatives on the Steering Committee are responsible for keeping their respective Selectboards apprised of progress and for communicating town concerns with the IREC or this Agreement to TRORC. Each town representative shall have an equal vote on the Steering Committee and be vested by their Selectboards with the full authority to represent their town except in matters of amending this Agreement or approving costs.

Local energy coordinators/committees within each participating town have a wealth of knowledge and their input through their Steering Committee representative is welcomed as well. The IREC will not work for citizens directly, and communications to and from individual citizens is largely expected to take place through the steering committee representatives. For avoidance of doubt, the IREC shall not be obligated to work on any task not approved by the Steering Committee.

Withdrawal and Termination

This Agreement shall terminate one year from execution. During the Agreement period, any participating town may withdraw from the Agreement prior to the termination date by majority vote of the members of the legislative body seeking withdrawal and at least 30 days' notice after such vote has occurred. As this Agreement covers a dedicated TRORC staff position that is based on full funding, no refunds of payments will be made unless a new party or town, or the participating towns who do not withdraw, decide to fund the remainder of the withdrawing town's prorated share.

Services

TRORC will provide the IREC staff position for the hours listed below. This will be a one-year position. Services shall be prorated shares of the IREC's time as follows.

- Barnard approximately 172 hours per year
- Bradford approximately 128 hours per year
- Norwich approximately 431 hours per year
- Thetford approximately 228 hours per year
- Sharon approximately 92 hours per year
- Strafford approximately 104 hours per year
- Woodstock approximately 566 hours per year

Work Common to all Participating Municipalities

All participating towns will be provided the opportunity to have their current municipal energy usage and greenhouse gas (GHG) emissions baseline determined by the IREC. This will include town-owned buildings and facilities, streetlights, contracted town services, any municipally-controlled sewer and water facilities, and town vehicles. For towns that participated in the IREC program in FY 21, the IREC will keep the inventory current in FY 22.

All participating towns will be provided the opportunity to have their town buildings assessed and improved for energy efficiency. For towns that participated in the IREC Program in FY 21, the IREC will continue ongoing work on town buildings. Towns that are new to the IREC program in FY 22 will have the option to participate in the development and/or implementation of a work scope for improving the efficiency of municipal buildings.

This Agreement does not cover actual audit or implementation costs, just the IREC's time to develop and manage the project(s).

Towns that are new to the IREC program in FY 22 will be provided basic energy policies for adoption or customization by their respective Selectboards. The IREC will continue work on these policies for returning towns, and develop additional energy policies at each town's request.

All towns will receive monthly updates on work tasks by the IREC.

Town-specific work

Individual town energy task priorities may change over the course of the year, based on direction from the designated town representative on the Steering Committee. Priorities may include:

- Development of municipal or community solar projects
- Grant writing for energy-related projects
- Public outreach about energy issues, programs, and incentives
- Developing action items for enhanced energy plans

Limitations

TRORC shall not have, per Vermont Statute, the following powers under this Agreement:

- (1) essential legislative functions;
- (2) taxing authority; or
- (3) eminent domain.

Funding

Work under this Agreement shall be supported solely by grants, donations, and municipal funds.

Annual funding by town shall be as follows, and is due in two installments, 50% due on or about July 1, 2021 and 50% due on or about January 1, 2022:

- Barnard \$11,655
- Bradford \$9,100
- Norwich \$30,670
- Sharon \$6,195
- Strafford \$7,000
- Thetford \$15,540
- Woodstock \$38,850

Per Vermont Statute, funds provided to TRORC for regional planning under sections 4341a or 4346 of Title 24 shall not be used to provide services under this Agreement without prior written authorization from the State agency or other entity providing the funds, nor shall TRORC use municipal funds or grants provided for regional planning services under Title 24, chapter 117 to cover the costs of providing services under this Agreement.

Agreed to this _____ day of _____, 2021.

Town of Barnard Authorized Representative

Sign: _____ Print Name: _____

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Town of Bradford Authorized Representative

Sign: _____ Print Name: _____

Town of Norwich Authorized Representative

Sign: _____ Print Name: _____

Town of Sharon Authorized Representative

Sign: _____ Print Name: _____

Town of Strafford Authorized Representative

Sign: _____ Print Name: _____

Town of Thetford Authorized Representative

Sign: _____ Print Name: _____

Town of Woodstock Authorized Representative

Sign: _____ Print Name: _____

TRORC Executive Director

Sign: _____ Print Name: _____

DRAFT



June 1, 2021

Town of Thetford
Attn: Tracy Borst, Town Clerk & Treasurer
PO Box 126
Thetford Center, Vermont 05075

RE: Loan request to purchase front loader for town use

Dear Tracy,

Mascoma Bank is pleased to offer the Town of Thetford the following proposal in response to the loan request of \$119,000. The terms and conditions we propose are listed below.

- Lender: Mascoma Bank
- Borrower: Town of Thetford
- Loan Amount: \$119,000
- Loan Purpose: To purchase a front loader.
- Term: 7 years
- Utilization: Funds will be advanced at closing.
- Interest Rate: Fixed at 2.7% for 84 months
- Payments: Level installment payments made annually beginning September 2022.
- Fees: Waived
- Pre-Payment Penalty: Waived
- Collateral: None will be required
- Guarantors: None will be required

Depository Requirement Borrowers shall maintain throughout the term of this loan their primary deposit relationship with Mascoma Bank.

Financial Reporting: Copy of Town Report due annually. The Borrower agrees to provide additional information as Lender may reasonably request.

Application & Documentation Requirements: Upon acceptance of the Bank's proposal, the Town will be asked to provide an opinion from their counsel for the benefit of Mascoma Bank and copy of the meeting minutes approving the loan and the Town Manager as signor of the loan documents. The Town's legal counsel will opine that the note, when executed, will be duly authorized, executed and delivered, and will be a valid and binding general obligation of the Municipality, under all applicable provisions of the State of Vermont law. All proceedings required to be taken to authorize the Note by the applicable provisions of such laws have been taken, and all persons executing the Note on behalf of the Municipality are duly authorized to execute and deliver the Note on its behalf.

Further, the Town's counsel will also confirm that the Note is "bank qualified" and the loan would be a "qualified tax-exempt obligation" within the meaning of Section 265(b) (3) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder.

Expiration: This commitment shall expire if not signed and returned prior to July 31, 2021.

Closing Date: The loan transaction contemplated herein shall close on a date that is mutually agreeable.

If the terms and conditions outlined above are acceptable, sign and return the enclosed copy of this letter. Should you have any questions or need any assistance as you proceed with your project, please contact me. My numbers and addresses are listed below.

Mascoma Bank is committed to exceeding the expectations of our customers, community, and employees. We offer knowledgeable service, convenient access and a broad array of financial products and services designed to meet the changing needs of our consumer and business customers. We strive to deliver exceptional customer service while improving our community and customers' lives.

Thank you for the opportunity to offer this loan. I look forward to the chance to work with you.

Sincerely,

Patricia E. Monahan

Patricia E. Monahan
Vice President, Commercial Loan Officer
Small Business & Municipal Lending Group
Mascoma Bank
67 N. Park Street
Lebanon, NH 03766
603-276-0506

Acknowledged and accepted this _____ day of _____, 2021

TOWN OF THETFORD

By: _____

Title: _____

Warrants for 6/7/2021

18.1	\$8,535.01
19.1	\$266,627.12
11.2	\$4,644.21



Town of Thetford Vermont

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Selectboard Regular Meeting *Draft* Minutes

– Online Only –

Monday, May 17th, 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

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

Selectboard members absent: Nick Clark

Others present: Bryan Gazda (Town Manager), Tracy Borst (Town Clerk/Treasurer), Bryan Ruoff (Stantec), Renee LaBranche (Stantec)

Total Zoom attendees: 24

Sharon Harkay called the meeting to order at 7:00 pm.

1. Agenda Review

Sharon Harkay reminded the Selectboard that they had tabled voting on the candidates for the Senior and Affordable Housing Committee and would like to add it in after agenda item #7. There was no objection.

Sharon said she would also like to add an initial discussion about whether to conserve the southern part of the town forest based on a request from the State Agency of Natural Resources. The Selectboard agreed to add it after agenda item #7, before the Senior and Affordable Housing Committee discussion.

2. Town Manager Report – Bryan Gazda

Bryan Gazda said he has received 2 letters of resignation from town employees Terre Lefler, Listers' Clerk and Matt Beloin in the Department of Public Works (DPW). Bryan said he would like to request permission to post for the fourth position at the DPW, along with the position that will be open when Matt leaves. This will allow more time for the DPW foreman to focus on his job instead of doing the work of the vacant position.

Bryan will have a meeting with Richard Amore to schedule a public informational meeting about the Village Designation Project. Commercial and non-profit businesses will have an opportunity to benefit from tax benefits.

Bryan said he will be having a conversation with the GMP project manager for the work being done on Academy Road as well as possible work to be done on Five Corners Road for the AT&T cell tower.

Governor Scott has accelerated the Phase 3 opening of the state and the updated information is on the town website. We will be working on the reopening of Town Hall per the guidance of our Emergency Management Director.



Town of Thetford Vermont

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1 Bryan said that the office has been receiving calls about the construction on Route 5, which is a
2 State project. There is information in the NEWS section of the town website.
3 Bryan said the closing for the sale of land on Route 244 in Post Mills should be happening by the
4 end of this week.

6 **3. Public Comment**

7 No public comment.

9 **4. Consideration of Bid Recommendation from Stantec for Route 132 Project**

10 Sharon Harkay said this discussion is to consider and possibly approve the bid recommendation
11 for the Route 132 project, and both Bryan Ruoff and Rene LaBranche from Stantec were at the
12 meeting.

13 Bryan Ruoff summarized the bid memo from Stantec, (the town's engineering consultant
14 company) which was in the meeting packet. Bryan Ruoff said there were 2 bids received for the
15 reconstruction project on May 11th, 2021 at 2 pm. The lower of the 2 bids came from Northwoods
16 Excavating Inc. in the amount of \$3,198,336.18. The remaining bid was from Pike Industries Inc.
17 in the amount of \$4,409,446.25. Bryan explained that they looked at the bids in three different
18 ways, just the base bid, and the base bid with both bid alternatives. In every category Northwoods
19 provided the best option for the town, and Stantec believes it is a favorable company. Stantec's
20 review and recommendation of the bids is to award Northwoods the Base Bid and the Bid Add
21 Alt #B. Bryan Ruoff said test pits will be done to see if any existing materials can be reused.

22 There was discussion about the test pits.

23 There was discussion about the price variance of the 2 bids.

24 Bryan Ruoff said the price includes a topcoat and they hope to have all the work done by the end
25 of 2021.

26 **Motion** by Sharon Harkay to award the contract for the Route 132 Phase 2 Roadway
27 Reconstruction Project to Northwoods Excavating INC. in the amount of \$3,198,336.18. **VOTE**
28 **by roll call:** Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in favor, Sharon Harkay –
29 in favor

30 **Motion** by Sharon Harkay to allow the Town Manager to sign the contract for Northwoods
31 Excavating INC. **VOTE unanimous (4-0-0)**

33 **5. Consideration of Bid from Stantec for Route 132 Project Management Services**

34 Rene LaBranche from Stantec explained their proposed scope and fee for construction phase
35 services for the Route 132 reconstruction project. The service fee of \$247,628.00 was previously
36 discussed and included in the \$4,000,000.00 overall project budget. Rene said Stantec designed
37 the project, so they are suggesting that they be the project manager. Rene explained what the
38 services would involve.

39 **Motion** by Sharon Harkay to approve and accept the Stantec Master Services Agreement for
40 Project Management of the Route 132 Project in the amount of \$247,628.00. **VOTE by roll call;**
41 Mary Bryan – in favor, Li Shen – in favor, Steve Tofel – in favor, Sharon Harkay - in favor.

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1
2 **6. Subdivision Regulations Hearing**
3 Sharon Harkay said this was an opportunity for the Selectboard and the public to ask questions or
4 make comments about the proposed new Subdivision Regulations that the Planning Commission
5 approved on January 19th, 2021. David Forbes (Planning Commission Chair), Dean Whitlock, and
6 Tim Taylor, members of the Planning Commission, are at the meeting. The Selectboard needs to
7 approve the regulations no later than December 15th of this year.
8 The Selectboard reviewed, discussed and made some edits:

- 9 • Should the board send a notice of appeal by certified mail? The general feeling was there
10 was no reason not to, and certified mail would aid in making sure the notice was
11 received.
- 12 • Changes were made concerning who should be noted in various parts of the document, the
13 Planning Commission, Development Review Board, Selectboard or Town Manager.
14 David Forbes, chair of the Planning Commission, thought Two Rivers Ottauquechee
15 Regional Commission should be contacted for clarification on the responsibilities of the
16 Selectboard and the Town Manager
- 17 • The document now belongs to the Selectboard so any typos or minor changes would be
18 their responsibility.
- 19 • David Forbes explained that the word “urban” was used because technically speaking,
20 those areas are the closest thing Thetford has to an urban setting. The Selectboard could
21 change it to “municipal” or “village”.
- 22 • Some words or phrases were likely lifted right from the Zoning Bylaws.
- 23 • The number of driveways allowed on a street vs. road will be checked.
- 24 • Li Shen suggested that water safety should be part of the language, such as “a safe and
25 adequate water supply is available”, versus just “an adequate water supply is available”.
- 26 • The difference between an individual installing a culvert and the Town installing a culvert
27 was clarified. It was noted that there are several state agencies that oversee subdivision
28 development.
- 29 • The “1-year” storm event to control storm water runoff was discussed.
- 30 • David Forbes said the lot sizes in the new regulations are the same as in the old.
- 31 • It was noted that until the regulations have been passed and are in use, they won’t
32 understand any inconsistencies. If something is discovered that needs to be changed, an
33 amendment can be made.

34 The Selectboard thanked the members of the Planning Commission for the work done on the
35 Subdivision Regulations and for attending the meeting to answer questions.
36 Sharon and Li will work on the edits to the document.

37 38 **7. Discussion of Treasure Island**

39 Bryan Gazda said he and the Recreation Coordinator, Amy Fahey have been working with the
40 Treasure Island Exploratory Committee to make sure Treasure Island is in the best condition
41 possible for the summer. There will be a clean-up day on Saturday, May 22nd. Bryan has been
42 working with the plumber to get the water turned on and the septic tank will be cleaned. The
43 DPW has put split rail fencing up around the parking area near the play structure and crushed



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1 stone will be put down for a better parking surface. Bryan said the struggle has been finding
2 enough lifeguards and a coordinator.
3 There is only one returning lifeguard from last year. Right now, there are 5 lifeguards, but 4 still
4 need to be trained which will not take place until the first week in June. The planned opening date
5 will be June 11th.
6 Bryan said another challenge has been finding a qualified instructor for swim lessons.
7 There have been some requests to rent the facility.
8 As for COVID-19, once the state gets to the 80% vaccinated threshold which is still anticipated
9 around July 4th, patrons should be able to attend without masks and social distancing.
10 Bryan said they have contacted other organizations seeking help with lifeguards, but everyone is
11 struggling to get staff this year. While it is unfortunate to not be able to open for Memorial Day
12 weekend, we are planning on June 11th.

13
14 **2 letters of interest for SAHC.**
15 **Motion** by Mary Bryant to appoint Cathee Clement and Claire Kelsey to the Senior and
16 Affordable Housing Committee. **VOTE unanimous (4-0-0)**
17 Sharon expressed thanks to both women for stepping up, as she knows they are busy, yet they are
18 willing to step up and take on more.

19
20 **Whether or not to conserve the southern part of the town forest.**
21 Sharon Harkay said the town was contacted by the Agency of Natural Resources (ANR) with
22 concerns about the town forest. The town forest is an animal corridor and if the southern part of
23 the forest is conserved it will protect that corridor.
24 Li Shen said the southern portion of the forest is important to an overall regional corridor as well
25 as a local corridor.
26 The number of acres was not discussed with ANR.
27 There was discussion about the impact of any future desire to develop or use that part of the town
28 forest and would a conservation easement limit future Selectboard decisions.
29 Li Shen said the Public Utilities Commission will be reviewing the whole application for the
30 AT&T tower, and ANR will be part of that review. It's important to consider that part of the
31 process.
32 This would not impact the Upper Valley Fish & Game Club, or future logging.
33 Sharon thanked the Selectboard for having a good initial discussion on the idea.

34
35 **8. Warrants & Minutes**
36 Sharon Harkay said an error had been discovered in the approved minutes of May 18th, 2020, and
37 they needed to be corrected.
38 Agenda item #15 "Shall the Selectboard increase the size of the Planning Commission? Plus,
39 possible Planning Commission appointment(s)." Under the item the minutes read "Was action
40 taken? (unsure)". The Selectboard clerk listened to the audio recording and found that action was
41 taken: "Motion by Nick Clark to increase the seats on the Planning Commission to 7. Roll call
42 vote taken, all in favor. Motion by Nick Clark to appoint Michael Snow to the Planning
43 Commission. Roll call vote taken, all in favor."



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- 1 **Motion** by Sharon Harkay to amend the May 18th, 2020 minutes as discussed. **VOTE unanimous**
- 2 **(4-0-0)**
- 3
- 4 **Motion** by Li Shen to accept the regular Selectboard meeting minutes of May 3rd, 2021, as
- 5 amended. **VOTE unanimous (4-0-0)**
- 6
- 7 **Motion** by Li Shen to accept the warrants as presented. **VOTE unanimous (4-0-0)**
- 8
- 9 **9. Adjourn**
- 10 **Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 9:25 pm. **VOTE**
- 11 **unanimous (4-0-0)**