



Town of Thetford Vermont

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

Selectboard Special Meeting *Draft* Agenda
Thetford Town Offices
(w/Virtual Attendance Option)
Monday, 8/9/2021 7:00pm

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.”

Selectboard Meeting –Call to Order

- 1) Agenda Review
- 2) Town Manager Report – Bryan Gazda
 - a) Route 132 Update
 - b) Treasure Island Update
 - c) Staff Emergency Training
 - d) Other
- 3) Consideration of AT&T MOU and Letter of Intent to Conserve Town Forest Land
- 4) Public Comment
- 5) Discussion of Telecommuting Policy
- 6) Consideration of Lake Wise Program
- 7) Setting the 2021 Tax Rate
- 8) Discussion of Zoning Administrator and Lister’s Clerk Positions
- 9) Convene the Liquor Commission for Request to Cater Liquors
- 10) Warrants and Minutes
- 11) Adjourn

Construction Representative's Weekly Report

TOWN OF THETFORD, VERMONT VT RTE 132 PHASE 2 ROADWAY RECONSTRUCTION PROJECT

Page 1 of 4

WEATHER	Sunny		Weekly Field Report No. 003
TEMP	Min 58°F – Max 94°F	CONTRACT NO.	Stantec Job# 195113410
Contractor Work Hours	7:00 AM to 5:00 PM	Reporting Period:	Monday July 26, 2021 to Friday July 30, 2021

ITEM CHECKLIST

1. Stantec Personnel	4a. Sub-Contractor Progress	8. Coordination w/ Gen. Public	12. Accidents
2. Survey Crew	5. Coordination w/Town	9. Testing	13. Traffic Maintenance
3. GC Labor & Equip.	6. Coordination w/GC	10. Change Orders	14. Miscellaneous
3a. Sub-Contractor	7. Coordination w/Utility & Public Officials	11. Claims & Disputes	15. Construction Photographs
4. GC Progress			

1. **Stantec Personnel**
 - Brandon Beauregard, Resident Inspector (covering for Seth Potter on vacation)
 - Bryan Ruoff, Project Manager
 - Rene LaBranche, Principal In Charge

2. **Survey Crew**
 - N/A

3. **Northwoods Excavating, Inc. Equipment and Labor**
 - **Labor:** 1 Superintendent, 2 Operators, 1 Flagger (numbers vary day to day)
 - **Equipment:** 1 Road Grader, 1 Roller/Vibrator, 1 Water Truck, Miscellaneous tools, 2 Crew Cab Trucks

- 3a. **Sub-Contractors Equipment and Labor**
 - **Garrity:** 1 Road Reclaimer & 1 Operator
 - **Lafayette:** No activity

4. **Northwoods Excavating, Inc. Construction Progress**
 - One (1) crew working every day on-site:
 - Roadway grading and reclaiming completed for segment#1 from STA 283+30 to STA 355+00 (represented in yellow on the overall plan in Attachment A). Crew is reclaiming on average 2,400 FT per day (lanes in both directions).
 - Currently crew has box-cut roadway to STA 261+50 (represented in the green on the overall plan in Attachment A).

- 4a. **Sub-Contractor(s) Progress**
 - **Garrity:** On-site; completing roadway reclaiming per bullet 4.
 - **Lafayette:** Not on-site.



- 5. **Coordination w/ Town of Thetford**
 - Northwoods to coordinate mowing of VT Rte 132 with the Town.
- 6. **Coordination w/ Northwoods Excavating, Inc.**
 - Update underdrain to provide 1'-0" deeper than what is specified on the plan.
 - Directed to add traffic drum cones to the culvert work zone area at STA 324+50
- 7. **Coordination w/ Utilities**
 - N/A
- 8. **Coordination w/ General Public**
 - N/A
- 9. **Testing**
 - N/A
- 10. **Change Orders**
 - N/A
- 11. **Claims & Disputes**
 - N/A
- 12. **Accidents**
 - N/A
- 13. **Traffic Maintenance**
 - Traffic signage adjusted daily by Northwoods Excavating Incorporation. Flaggers on-site daily, in most instances only one (1) flagger on-site during this week of work.
- 14. **Miscellaneous**
 - N/A

2a

15. Construction Photographs



Screened Sand at Stockpile



Roadway Reclaiming at STA 303+00



Roadway Reclaiming at STA 314+00



Roadway Reclaiming at STA 340+00



Stantec Consulting Services Inc
5 Dartmouth Drive Suite 200, Auburn, NH

2a

ATTACHMENT 'A' ROADWAY RECONSTRUCTION PROGRESS MAP

2a



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www.stantec.com

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Consultant

Notes:

Revision

Issued

Permitted

Client/Project Log

Client/Project

TOWN OF THEFORD, VERMONT
THEFORD VT RTE 132 - PHASE 2
ROADWAY IMPROVEMENTS
Theford Vermont

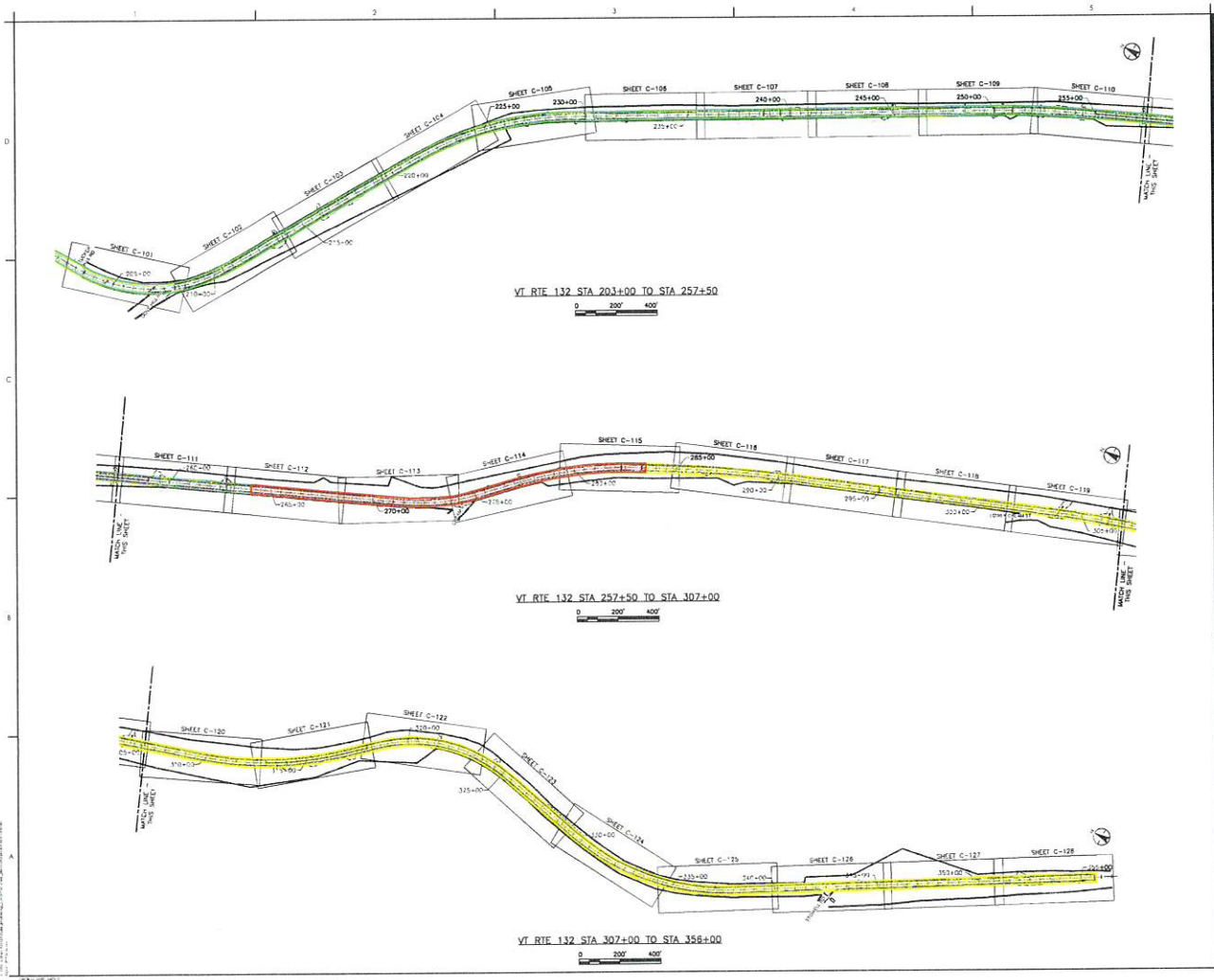
Title

Project No.

Revision

Scale
AS NOTED
Drawing No.

0 of 1 SK-001



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C

B

A

Final Policy on Working Remotely / Telecommuting

Remote working or Telecommuting is an arrangement that allows eligible employees to work in a designated area outside the office. It is a cooperative arrangement between employees and the Town Manager.

Telecommuting allows:

1. efficient use of resources including office space,
2. recruitment and retention of highly qualified employees,
3. greater flexibility for employees,
4. improved job satisfaction and morale,
5. better productivity,
6. reduction in commuting hours, energy consumption and air pollution

Employees who telecommute must have an approved telecommuting agreement under this policy.

Telecommuting does not change the duties, obligations, responsibilities, or terms and conditions of employment. Telecommuting employees must comply with all Town of Thetford policies, practices, and instructions.

A telecommuting employee shall perform work during scheduled telecommuting hours. Employees may not engage in activities while telecommuting that would not be permitted at the regular worksite, such as care of children, elders, or other dependents. Telecommuting employees may take care of personal business during unpaid lunch periods, as they would at the regular workplace. Employees may be removed from the Telecommuting Program if they do not comply with the terms of their telecommuting agreements.

The Town is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (e.g. desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.).

The Town Manager has sole discretion to provide equipment, software, or supplies, or allow employees to use their personal equipment while telecommuting. If Town equipment is to be used, it must be reasonably allocated based on operational and workload needs.

The Town Manager has the sole discretion to reimburse employees for the costs of using personal equipment while telecommuting and will be based on reasonable rates and proof of employee expenses.

Eligibility

Eligibility for telecommuting is based on both the position and the employee and is at the discretion of the Town Manager. Telecommuting may not be appropriate for every job, or every employee.

Employee Considerations include:

1. Demonstrated dependability and responsibility
2. Effective communication with supervisors, coworkers, and clients
3. Demonstrated motivation
4. The ability to work independently
5. A consistently high rate of productivity
6. A high level of skill and knowledge of the job
7. The ability to prioritize work effectively
8. Good organizational and time management skills.

Work Considerations:

1. The work has measurable deliverables;
2. Does not require frequent interaction at the regular worksite with supervisors, colleagues, clients, or the public, in person or by phone

3. Does not require the employee's immediate presence at the regular worksite to address unscheduled events, unless alternative arrangements for coverage are possible
4. Is not essential to the management of on-site workflow.

Telecommuting Agreement Options

Telecommuting agreements can be on a regular and recurring, or an occasional basis.

Regular and recurring means an employee works away from the regular worksite on an established day or days, and on a recurring schedule.

Employees who telecommute on a regular and recurring basis must be available to work at the regular worksite on telecommuting days if needed. Conversely, occasional requests by employees to change their regularly scheduled telecommute days should be accommodated by the Town Manager if possible. Employees must obtain prior authorization to change a regularly scheduled telecommute day.

Occasional telecommuting means an employee works away from the office on an infrequent, one-time, or irregular basis. This option provides an ideal arrangement for employees who generally need to be in the office, but who sometimes have projects, assignments, or other circumstances that meet the eligibility criteria.

Work Hours

All the rules applicable at the regular worksite are applicable while telecommuting. That is:

1. Telecommuting employees must perform designated work during scheduled work hours
2. Employees must account for and report time spent telecommuting the same way they would at the regular worksite
3. Employees may work overtime only when directed to do so and approved in advance by the supervisor
4. Employees must obtain approval to use vacation, sick, or other leave in the same manner as departmental employees who do not telecommute

5. Telecommuting employees who become ill must report the hours actually worked and use sick leave for hours not worked.

Training

All employees with telecommute agreements and all supervisors with telecommuting employees will complete the appropriate telecommute eLearning module before starting their telecommuting option.

<https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/>

Worksite

A telecommuting employee must designate a work area suitable for performing official business. The employee must perform work in the designated area when telecommuting. Requirements for the designated work area will vary depending on the nature of the work and the equipment needed and may be determined by the department.

Telecommuting employees must work in an environment that allows them to perform their duties safely and efficiently. Employees are responsible for ensuring their work areas comply with the health and safety requirements covered in the telecommute eLearning module. The Town Manager may request photographs of the employee's designated work area to determine compliance with health and safety rules.

Employees are covered by workers' compensation laws when performing work duties at their designated alternate locations during regular work hours. Employees who suffer a work-related injury or illness while telecommuting must notify their supervisor and complete any required forms immediately.

The town is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

Equipment and Supplies

A telecommuting employee must identify the equipment, software, supplies, and support required to successfully work at an alternate location and must specify those items in the telecommute application and agreement form. If the department cannot provide

the needed equipment, software, supplies, or support, and the employee does not have them, the employee will not be eligible to telecommute.

Town Equipment

A telecommuting employee does not own any rights to Town equipment, software, information or supplies provided in connection with telecommuting. The employee must immediately return all Town equipment, software, and supplies at the conclusion of the telecommuting arrangement or at the department's request.

A telecommuting employee must protect Town equipment, software, information and supplies from possible theft, loss, and damage. The telecommuting employee may be liable for replacement or repair of the equipment, software, or supplies in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage.

Any equipment, software, files, information and databases provided by the Town shall remain the property of the Town. A telecommuting employee must adhere to all software copyright laws and may not make unauthorized copies of any Town-owned software. Employees may not add hardware or software to Town equipment without prior written approval.

Personal Equipment

Employees who use their personal equipment for telecommuting are responsible for the installation, repair, and maintenance of the equipment.

Telecommuting employees must understand and agree that the Town is entitled to access any personal equipment used for the purpose of telecommuting, such as a personal computer, telephone, fax machine, monthly bills for reimbursement purposes, and internet records.

Security of Confidential Information

All files, records, papers, or other materials used or created while telecommuting is Town property. Telecommuting employees and their supervisors shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them. A department may require employees to work in private locations when handling confidential or sensitive material. All electronic

files will be stored by the following methods:

1. Town provided computer – computer internal hard drive, town server via VPN, or removable storage device.
2. Personal computer - town server via VPN or removable storage device. Employees shall not store files on their internal hard drive.

The Town Manager may prohibit employees from printing confidential information in telecommuting locations to avoid breaches of confidentiality.

Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to Town networks or databases to anyone who is not authorized to have access.

Hard copies of confidential or private information shall be kept in a locked file cabinet that may be accessed only by the employee, the Department head, and the Town Manager. All hard copies shall be returned to Town property when no longer needed by the employee. The employee shall not destroy Town files unless authorized by the Town Manager.

Public Records

The Public Records Act applies to telecommuting employees.

Procedures

Employees must complete the following steps before telecommuting:

1. Talk with the Town Manager to determine eligibility
2. Complete the Federal OPM training series on Telecommuting
3. Read and agree to the Telecommuting Policy

Complete the telecommute application and agreement form* as required by the Town Manager. Receive approval of the telecommute agreement in accordance with the Town's approval process.

**Telecommuting / Remote Working
Agreement by Employee, Commission/Committee Member or Elected Official to be
Bound by Telecommuting Policy**

This is a contract between the Town of Thetford (hereafter "Town") and _____ agrees to be bound by the provisions of the Telecommuting Policy.

_____ agrees as follows:

- has received a copy of the Telecommuting Policy and understands that it is [*her / his*] responsibility to ask questions if there is anything in the policy that [*she / he*] does not understand;
- has been given an opportunity to ask questions about said policy and has been provided with satisfactory information in response to those questions;
- acknowledges that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- acknowledges that it is their responsibility to comply with all provisions of the Town's Telecommuting Policy, including accounting for and reporting time spent working by telecommuting the same way they would report work hours at the regular worksite.

The parties agree that this shall not constitute a contract for employment.

Entered into this ____ day of _____, 20__.

BY:
Employee Commission/Committee Member or Elected Official:

Printed Name	Signature
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Town of Thetford:

Printed Name/Title	Signature
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Town of Thetford
Tax Rates
2021

Municipal Grand List	\$3,590,542	from 411 Page 1, Municipal Grand List
Town Tax Rate: Town Budget/GL	\$1,249,649	Town Report - check minutes for amendments 1,248,649 Town Budget plus the F&G lease land tax amount \$1,000 (557,000*.01)*1.7488nonresidential education rate=
Highway Tax Rate: Highway Budget/GL	\$1,275,470	Town Report - check minutes for amendments
Warned Articles Tax Rate: Article total/GL	\$418,600	from Town Report - checked for amendments
Calculate Veterans Exemption Tax Rate: Additionally voted Veterans Exemption- HS		
x Homestead Education Tax Rate (from state)	\$360,000	from 411 page 2, Homestead Veteran Exemption beyond 10K
Additionally voted Non-ResVeterans Exemption- HS	\$1,8848	
xnon-residential Education Tax Rate	\$6,785	funds to raise
	\$0	from 411 page 2, Non res Veterans exempt beyond 10K
	\$1,7488	
	\$0	
	\$6,785	
Veterans Exemption Tax Rate	0.001890	
Calculate Local Agreements Tax Rate		
xnon-residential Education Tax Rate	\$110,700	from 411, page 3 Contracts. The far right column, Assmt less contract (scruggs)
	\$1,7684	
Local Agreement Tax Rate	0.000545	
Total Town Rate	0.822289	
Residential Education Rate	1.884800	
Non-Residential Education Rate	1.748800	

2.7071 Total Town and School Residential
2.5711 Total Town and School Non-residential

Grant List Total Value	\$3,820,433
Tax Exempt Property Value (Grand List Form 411)	\$229,891
Tax Exempt Value Percentage	6.02%

TOWN OF THETFORD 2021 PROPOSED BUDGET

SUMMARY	2019 Budget	2019 Actual	2020 Budget	% Change	2020 Actual	2021 Proposed	% Change
General							
Selectboard & Town Manager	414,365	256,438	489,542	18.14%	520,460	283,909	-42.01%
Town Hall & Town Lands	125,636	129,654	119,075	-5.22%	119,637	101,777	-14.53%
Town Clerk & Elections	68,148	67,545	74,969	10.01%	103,215	126,412	68.62%
Town Treasurer	86,424	87,456	97,735	13.09%	95,024	137,487	40.67%
Listers	64,075	62,376	65,636	2.44%	54,546	64,634	-1.53%
Planning and Zoning	35,699	32,660	34,810	-2.49%	30,033	40,587	16.60%
Parks and Recreation	131,645	122,737	148,763	13.00%	133,089	99,796	-32.92%
Public Safety	341,730	337,697	369,559	8.14%	325,268	438,027	18.53%
Fixed Costs	281,144	283,653	289,430	2.95%	290,313	299,638	3.53%
Social Service Appropriations	39,562	39,562	41,526	4.96%	40,226	36,276	-12.64%
Expenditure Subtotal	1,588,429	1,419,778	1,731,044	8.98%	1,711,812	1,628,543	-5.92%
Less Previous Year Surplus	(125,000)		(150,000)			-	
Less Non-Tax Revenues	(358,527)	(387,828)	(401,628)	12.02%	(438,730)	(379,894)	-5.41%
General Subtotal	1,104,902	1,031,950	1,179,416	6.74%	1,273,082	1,248,649 ✓	5.87%
Public Works							
Highway Department	1,342,946	1,396,228	1,372,329	2.19%	1,333,201	1,357,523	-1.08%
Transfer Station	51,009	47,626	53,798	5.47%	49,491	52,348	-2.69%
Expenditure Subtotal	1,393,955	1,443,854	1,426,127	2.31%	1,382,692	1,409,870	-1.14%
Less Previous Year Surplus	(30,000)		-			-	
Less Non-Tax Revenues	(133,400)	(180,151)	(134,400)	0.75%	(200,354)	(134,400)	0.00%
Public Works Subtotal	1,230,555	1,263,703	1,291,727	4.97%	1,182,338	1,275,470 ✓	-1.26%
Additional Appropriations							
Thetford Library Federation	107,585	107,585	107,585	0.00%	107,585	116,190	8.00%
Thetford Volunteer Fire Dept.	188,733	188,733	198,437	5.14%	198,437	302,410	52.40%
Fire Capital Equipment (#338)	94,595	94,595	98,379	4.00%	98,379	(Moved to TVFD)	
Trailhead Project Deficit			10,000		10,000	-	
Total	390,913	390,913	414,401	6.01%	414,401	418,600 ✓	1.01%
Summary							
Total Budget	2,335,457	2,295,653	2,471,143	5.81%	2,455,419	2,524,119	2.14%
Additional Appropriations	390,913	390,913	414,401	6.01%	414,401	418,600	1.01%
Veterans Exemption	10,618		8,500	-19.95%		8,500	0.00%
Local Agreements	15,822		4,000	-74.72%		1,000	-75.00%
Upper Valley Fish & Game Club						1,000	
Total	2,752,810	2,686,566	2,898,044	5.28%	2,869,820	2,953,219	1.90%

7

(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Nonhmtcd Ed. Listed Value	Total Education Listed Value
Residential I R1	692	163,614,360	122,355,600	41,258,760	163,614,360
Residential II R2	397	142,790,350	102,965,950	39,824,400	142,790,350
Mobile Homes-U MHU	5	217,960	124,460	93,500	217,960
Mobile Homes-L MHL	49	6,696,990	5,453,930	1,243,060	6,696,990
Seasonal I S1	30	7,652,500	1,95,460	7,457,040	7,652,500
Seasonal II S2	19	6,311,680	0	6,311,680	6,311,680
Commercial C	44	21,595,200	233,140	21,362,060	21,595,200
Commercial Apts CA	1	222,680	0	222,680	222,680
Industrial I	0	0	0	0	0
Utilities-E UE	7	10,373,703	0	10,373,703	10,373,703
Utilities-O UO	0	0	0	0	0
Farm F	16	10,215,600	1,819,110	8,396,490	10,215,600
Other O	0	0	0	0	0
Woodland W	99	10,148,390	0	10,148,390	10,148,390
Miscellaneous M	44	2,201,940	2,740	2,199,200	2,201,940
TOTAL LISTED REAL	1,403	382,041,353	233,150,390	148,890,963	382,041,353
P.P. Cable	1	1,940		1,940	1,940
P.P. Equipment	0	0			
P.P. Inventory	0	0			
TOTAL LISTED P.P.	1	1,940		1,940	1,940
TOTAL LISTED VALUE		382,043,293	233,150,390	148,892,903	382,043,293
EXEMPTIONS					
Veterans 10K	12/12	120,000	120,000	0	120,000
Veterans >10K		360,000			
Total Veterans		480,000	120,000	0	120,000
P.P. Contracts	1	1,940			
Contract Apprv VEPC	0/0	0	0	0	0
Grandfathered	2/2	657,350	0	657,350	657,350
Non-Apprv(voted)	1/1	57,000			
Owner Pays Ed Tax	0/0	0			
Total Contracts	4/3	716,290	0	657,350	657,350
FarmStab Apprv VEPC	0/0	0	0	0	0
Farm Grandfathered	0/0	0	0	0	0
Non-Apprv(voted)	1/1	47,020			
Owner Pays Ed Tax	0/0	0			
Total FarmStabContr	1/1	47,020	0	0	0
Current Use	157/157	21,745,823	6,886,197	14,859,626	21,745,823
Special Exemptions	5		0	3,121,480	3,121,480
Partial Statutory	0/0	0	0	0	0
Sub-total Exemptions		22,989,133	7,006,197	18,638,456	25,644,653
Total Exemptions		22,989,133	7,006,197	18,638,456	25,644,653
TOTAL MUNICIPAL GRAND LIST		3,590,541.60			
TOTAL EDUCATION GRAND LIST			2,261,441.93	1,302,544.47	3,563,986.40
NON-TAX	59 NON-TAX PARCELS ARE NOT INCLUDED ON THE 411				

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(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Nonhmstd Ed. Listed Value	Total Education Listed Value
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Status on Personal Property					
1) Has inventory been exempted by vote of town/city?	Yes	XX	No		
2) Has machinery and equipment been exempted by vote of your town/city?	Yes	XX	No		
3) If yes for #2, what portion is now exempt? (include percentage)			100.00		
4) If no for #2, please indicate below how your town/city is assessing business personal property (Place "X" by option used)					
a) at fair market value			b) at depreciated value		

Summary of Adjustments to Taxable Values (Local Agreements Etc.)	
Approved (VEPC) Contracts/Exemptions	0
Grandfathered Contracts/Exemptions	657,350
Non-Approved (Voted) Contracts/Exemptions	104,020
Homestead Non-Approved (Voted) Contracts/Exemptions	0
Nonhmstd Non-Approved (Voted) Contracts/Exemptions	104,020
Municipal Contracts (Owner Pays Ed Tax)	0
Special Exemptions	3,121,480
Current Use (Use Value Appraisal Program)	21,745,823
Veteran Exemptions	120,000
Homestead Veteran Exemptions beyond 10K	360,000
Nonhmstd Veteran Exemptions beyond 10K	0
Partial Statutory Exemptions	0

State allowance

Additional town exemption

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DATE VOTED	PARCEL ID	NAME	CAT. CODE	BEGINNING DATE	ENDING DATE	STATUTE CODE TITLE	VALUE BEFORE EXEMPTION	CONTRACT AMOUNT	ASSMT LESS CONTRACT
03/04/17	OV0244.TE.5 642-202-11300	THETFORD VOLUNTEER FIRE D	C	04/01/17	03/31/22	3840	149,860 Nonhomestead	149,860 149,860	0 0
03/04/17	OV113E.TE.7 642-202-11301	THETFORD VOLUNTEER FIRE D	C	04/01/17	03/31/22	3840	507,490 Nonhomestead	507,490 507,490	0 0
Grandfathered Contracts/Exemptions								----- 657,350	
04/16/16	OT0061.TE.1 642-202-11698	THETFORD TOWN OF	M	04/16/16	04/16/26	2741	57,000 Nonhomestead	57,000 57,000	0 0
02/29/20	OT0014.06 642-202-10303	SCRUGGS RHETT & JOAN	W	04/01/20	03/31/00	2741	157,720 Nonhomestead	47,020 47,020	110,700 110,700
Non-Approved (Voted) Contracts/Exemptions								----- 104,020	<i>local agreement</i>
04/01/97	OT0055.16 642-202-11644	COMCAST OF VERMONT LLC	PC	04/01/97	/ /	3848:3849	1,940 Nonhomestead	1,940 0	0 1,940
Municipal Contracts (Owner Pays Ed Tax)								----- 1,940	

Vermont Department of Taxes

NOTICE of EDUCATION TAX RATES
for FISCAL YEAR 2022

THETFORD

Prepared: July 1, 2021

HOMESTEAD TAX RATE

Homestead Tax Rate to be Assessed: 1.8848

Your Homestead Tax Rate is calculated from your city/town voter-approved per pupil spending and its common level of appraisal (CLA). For more detailed information on how tax rates are determined, please see:

<https://tax.vermont.gov/property/education-property-tax-rates>

NONHOMESTEAD TAX RATE

Nonhomestead Tax Rate to be Assessed: 1.7488

Nonhomestead property, previously called "non-residential," is any property which is not homestead property. Your city/town nonhomestead rate is the statewide rate divided by your city/town's CLA.

By law, the legislative body in each municipality shall bill each property taxpayer at the homestead or nonhomestead rate as determined by the Commissioner for their municipality.
32 VSA Sec. 5402(b)(1)

If you have questions about your education tax rates, please call the Vermont Department of Taxes at (802) 828-5860.

ORIGINAL: Chair Selectboard / City Council
COPY: Town / City Treasurer



Request to Cater Malt, Vinous and/or Spirituous Liquors

\$20.00 Fee (must be included)

License Number: 6558-001

Licensee Name: Blood's Catering & Party Rentals, Inc.

Doing Business as: same

Street: 1147 Hartford Ave. Town/City White River Jct.

Contact Name & Phone: Sara Blood - 802/295-5393 ext. 110

Email or Fax: sara@bloodscatering.com

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION

- 1) Describe type of event: Wedding Reception
- 2) Location of event: Camp Ohana, 341 Quinibeck Rd., Thetford
- 3) Date of event: 09/18/2021
- 4) Hours of operation from beginning to end: 4:30 pm - 10:00 pm
- 5) Approximate number of persons expected: 125

Signed: [Signature] Date: 07/19/2021

Each catered event must have approval from the Town/City before submitting this application to Liquor Control.

Please check one: Approved Disapproved

[Signature] Thetford 7/20/2021
Town/City Clerks Signature (Catered location) Town/City Date

SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT

DIRECTIONS:

- 1) Submit to Town/City clerk for approval (Town/City Clerk will send to DLC).
- 2) Follow all liquor control laws and regulations (what applies to a first or first and third class license also applies to the caterer's license).
- 3) Must have a defined area for serving and consumption of alcohol with designated barriers.
- 4) Must have separate toilet and lavatory facilities available for both men and woman.
- 5) Provide sufficient number of employees for control purposes.

Approved by State + Issued TB



Town of Thetford Vermont

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Selectboard Regular Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, July 19, 2021 7:00pm

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Selectboard members present: Sharon Harkay (Chair), Li Shen (Vice-Chair), Steve Tofel, Nick Clark (Zoom attendance),

Selectboard members absent: Mary Bryant

Others present: Bryan Gazda (Zoom attendance - Town Manager), Lisa Niccolai (Zoom attendance - White River Conservation District)

Total attendance in meeting room: 3

Total attendance on Zoom: 18

Discussion participants: Stuart Rogers, Wayne Parks

Sharon Harkay called the meeting to order at 7:01pm.

1. Agenda Review

Sharon Harkay said a request came in from the Thetford Center Community Association after the agenda was finalized. They would like to use the town green. The request will be added after the Lake Wise presentation.

2. Town Manager Report – Bryan Gazda

1. AT&T Update

Bryan said he had a phone call with attorney Ed Adrien this afternoon. A conservation easement is being requested by the State Agency of Natural Resources (ANR). There have been meetings between the town, AT&T and ANR, and we are working on a letter of intent between the Upper Valley Land Trust (UVLT) and the town. The reason for this letter is that the UVLT is not going to be able to execute an easement with us until late next winter or early spring. The letter will state that we are going to enter into this conservation easement. Bryan said he found out late last week that the ANR is requesting a Memorandum of Understanding between all three parties. Ed Adrian and Will Dodge will be working on that over the next 2 weeks and there will be more discussion at the Aug 9th meeting.

2. Municipal Roads Grant

Bryan was notified that the town is in line for a Municipal Road Grant of approximately \$14,800.00 for the state fiscal year 2022, although he doesn't have the agreement yet. We will be using that for the ditching and culvert plan from Two Rivers Ottawaquechee Rivers Commission.

3. Open Positions

An interview for the joint position of Lister's Clerk/Zoning Administrator is scheduled for Wednesday morning with the applicant, the chair of the Planning Commission and Development Review Board, and Li Shen. The Planning Commission needs to make a recommendation to the Selectboard, who will then make the appointment.

The new front-end loader arrived today. The rear fenders and strobe light were not on the loader, but Bryan spoke with the salesperson, and they will be in sometime this week to put those on.



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3. Public Comment

1 Stuart Rogers said agenda item #8 (Discussion of labor relations agreements with employees,
2 anticipated Executive Session pursuant to Title 1 V.S.A. 313(a)(1)(b))
3 is vague and wanted to know what it pertains to. Sharon Harkay said they would not be going
4 into Executive Session, but instead she is going to introduce what she is working on without
5 getting into specific details. The discussion will be open.
6
7

4. Lake Wise Presentation with Lisa Niccolai, White River Conservation District

8 Sharon Harkay introduced Lisa Niccolai from the White River Conservation District, who is
9 spearheading the program.
10

11 Lisa Niccolai introduced herself and explained that the White River Conservation District has
12 partnered with the Department of Environmental Conservation (DEC), Lakes and Ponds division
13 to bring Lake Wise to different parts of Orange County. Recently a tactical basin plan was
14 created which looked at the watershed area and identified Lake Fairlee as a priority for
15 protection and enhancement. Lake Fairlee is in pretty good shape right now but has some
16 disturbing trends. It came to our attention through this tactical basin plan that we needed to make
17 some positive impacts on the lake. We worked with the DEC and Lake Wise is a program they
18 are supporting to help shoreline owners improve their management around the lake, to protect
19 water quality, and to reverse some of these trends. Lisa said Lake Wise is completely voluntary,
20 the landowner is not obliged to do anything if they agree to have a Lake Wise assessment.

21 Someone from the state and the program would come to your property, look at what's happening
22 on the property, and help address any issues such as erosion and shoreland areas. There are four
23 areas of focus: driveways, recreation areas, structures and septic, and shorefront. When Treasure
24 Island became a topic of discussion, it seemed like this would be an opportunity to do a Lake
25 Wise assessment because it does involve all these issues in one form or another. Once you go
26 through an assessment, you don't have to do anything, but the hope is that people will be
27 inspired to act. The Shoreland Protection Act would be invoked for any activities that are 250'
28 from lake shore, so as the town is starting to think about how they are going to manage Treasure
29 Island, that's something to consider. It deals with impervious surfaces or clearing of vegetation
30 on the shoreland. By doing a Lake Wise assessment we can work together to help address the
31 kinds of concerns that are part of the Shoreline Protection Act. The district was recently awarded
32 funds from DEC to do a lake watershed action plan. This will allow the district to subcontract
33 with engineers who will look at the entire watershed around Lake Fairlee and identify key areas
34 that are causing issues with the lake. This would make Lake Fairlee eligible for additional
35 funding from the state. We anticipate that it will be next year when most of the assessments will
36 take place. Lisa said that Treasure Island will be an area identified as an important area for
37 improving some of the erosion issues, and shoreland areas. Lisa asked if there would be interest
38 from the town in pursuing an assessment for Treasure Island. This might be beneficial when
39 creating the master plan for Treasure Island.

40 Sharon Harkay said that she was at the Treasure Island Exploratory Committee meeting when
41 Lisa spoke to them, and she mentioned that the assessment would give a list of recommended
42 items. We could pick and choose to do certain items, but if we did all we would get certification.
43 Does that do anything for us if we get certification? Does that open the door to more funding or
44 is it more of a feel-good piece of paper? Lisa said there are a couple of factors. By getting



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1 certified you do get a nice feel-good sign to put up. There is an educational opportunity to
2 demonstrate and possibly use some signage that would be appropriate in a place like Treasure
3 Island, to say there are native plants going in here and we are doing this to protect water quality
4 and improve your swimming experience – things like that. In terms of additional funds, going
5 through the Lake Wise assessment would also demonstrate a huge commitment to protecting
6 water quality as well as recreational needs. Any time we can partner up and show commitment
7 working towards a goal is beneficial in terms of seeking funding for some of these projects. You
8 are right in that you will get a list of all the things you could do to the property, and you are not
9 obliged to do them all. Lisa gave examples of some projects that could be recommended.

10 Li Shen said that Lisa mentioned that the Shoreline Protection Act has jurisdiction over anything
11 250' from the shoreline. Does that mean it has to be a buffer zone or does it just say what can
12 and can't be there? Lisa said she is not as familiar with the Shoreland Protection Act, as it's
13 really a jurisdiction of the state, but as she understands it, it's not completely a buffer. It is
14 changes that may be happening in that zone, so if there is going to be an increase in impervious
15 surfaces or things like that, then it must be permitted through the state. There are some
16 restrictions on clearing of vegetation which does include the layer of leaves and other matter.
17 There is a formula for how many and what size trees can be removed.

18 Sharon said that it has come to her attention that we have wake boats on the lake. What is going
19 to be done to address that situation? It sounds like they are really damaging when it comes to
20 shorelines. Is the Shoreline Protection Act going to step in and try to control these boats in any
21 way? Lisa said that's outside of her area of knowledge, but she would hope so. The other
22 approach is doing what we can to protect the shorelands.

23 Li said there is a group called the Federation of Vermont Lakes and Ponds and has heard that
24 they may ask the DEC to write rules for specific lakes to limit what kinds of activities can be
25 done on a specific lake. This would not be legislation but a writing of rules, although Li said she
26 doesn't quite understand how it works.

27 Steve Tofel asked if the survey being done of the shoreline is just Treasure Island or the entire
28 lake. Lisa said they are doing outreach to all the lakeshore landowners. They were in contact
29 with some landowners last year, and they have been in contact with some of the camps. Treasure
30 Island is of interest because of the size of the property. Everyone around the lake would be of
31 interest, but it is voluntary. The goal is to have several people get certified and then cultivate
32 interest in other landowners to do the same.

33 Wayne Parks asked for an explanation of a wake boat.

34 Li said a wake boat is a type of motorboat that is designed and engineered with a large ballast to
35 displace as much water as possible so it creates a big wave that people behind can surf on. They
36 are very powerful, and Li heard that a wake can be up to 8' tall. They are viewed as a real
37 nuisance to other users on paddleboats or kayaks or even sitting on a dock.

38 Sharon said that's why she asked Lisa about them because we can do everything that Lake Wise
39 suggests for protecting our shorelines, but if these wake boats continue to cause damage she
40 doesn't know if the shoreline can hold up to it.

41 Sharon thanked Lisa for coming to speak at the Selectboard meeting. They will discuss whether
42 to join the program and get the assessment done on a future agenda.

43
44



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1 **Agenda Addition: Request for the usage of town green.**

2 Sharon Harkay said she looked at the new sign on the town green and it directs people to contact
3 the town manager for usage of the green. The current facilities policy still says people need to
4 come to the Selectboard. Since the policy has not been updated, we will take action on the
5 request tonight. The Thetford Center Community Association would like to hold a Local Vendor
6 Market Fair on August 8th, from 9 to 5. The money raised will help with maintenance of the
7 community building.

8 **Motion** by Steve Tofel to approve the request of the Thetford Center Community Association
9 to hold a Local Vendor Market Fair on August 8th, 2021, from 9am to 5pm. **Roll call VOTE:** Li
10 Shen in favor, Steve Tofel in favor, Nick Clark in favor (via Zoom), Sharon Harkay in favor
11

12 **5. Setting date for Public Hearing for Flood Hazard Area Regulations**

13 **Motion** by Li Shen to hold a public hearing to discuss and approve the Flood Hazard Area
14 Regulations at the Selectboard meeting on August 23rd, 2021. **Roll call VOTE:** Li Shen in favor,
15 Steve Tofel in favor, Sharon Harkay in favor, Nick Clark abstain
16

17 **6. Municipal Planning Grant**

18 Bryan Gazda said he wanted to get this information in front of everybody so they can look it
19 over. This is a planning grant, not a structural grant, with a November 1st deadline. Bryan will
20 reach out to the Planning Commission chair, and hopefully we can provide some feedback on
21 options for use of the grant at the August 9th meeting. There is a \$2500.00 match. Bryan said he
22 was thinking about Treasure Island or the Timothy Frost building, but he said studies have
23 already been done for that building. Bryan said he has been in touch with the Agency of
24 Commerce and Community Development. Bryan will continue to work on it.
25

26 **7. Discussion of labor relations agreements with employees, anticipated Executive Session**
27 **pursuant to Title 1 V.S.A. 313(a)(1)(b)**

28 Sharon said the further we go into the town manager form of government, the more gray areas
29 are discovered as far as who does what, and there has been some confusion over any number of
30 these items. Sharon has talked with the Vermont League of Cities and Towns, who agreed that
31 there are a lot of gray areas and every town in Vermont has to figure out how to handle them.
32 Sharon said she also spoke with both the Town Clerk/Treasurer and Town Manager to get their
33 input. Sharon has the report from the original Town Manager search committee, a first attempt at
34 a chart of duties, and other documents to review, which will be her next step in the process. She
35 will then create a chart for review.

36 Sharon said that everyone wants this form of government to work., but like other towns, there
37 needs to be some clarification of roles. When she gets back from vacation, she will continue to
38 work on this.
39

40 **8. Warrants and Minutes**

41 Going forward, the warrants will be in the meeting room for Selectboard review and approve,
42 instead of the list used when the meetings were held remotely.

43 **Motion** by Sharon Harkay to accept the warrants as presented. **VOTE unanimous (3-0-0)**



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- 1 **Motion** by Sharon Harkay to approve the special Selectboard meeting minutes of July 12th, 2021
- 2 as edited. **VOTE unanimous (3-0-0)**
- 3
- 4 Wayne Parks asked if there were health reasons which prevented the Town Manager or other
- 5 Selectboard members to attend in person. Wayne Parks felt as elected officials, Selectboard
- 6 members should be at the meeting.
- 7 There was discussion about virtual member participation according to the Vermont Open
- 8 Meeting Law.
- 9
- 10 **Adjourn**
- 11 **Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 8:04 p.m. **VOTE**
- 12 **unanimous (3-0-0)**