



# Town of Thetford Vermont

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

## Special Selectboard Meeting \*Draft\* Agenda

### Thetford Town Offices

(w/Virtual Attendance Option)

Monday, September 13, 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."

7:00pm – Call to Order

- 1) Agenda Review
- 2) Town Manager Report – Bryan Gazda
  - a) Route 132 Update
  - b) TexMyGov Presentation
  - c) Treasure Island Grant Proposal
  - d) ARPA Funding Update
  - e) Bulk Waste Day – September 25
  - f) Other
- 3) Public Comment
- 4) Green Procurement & Energy Audit with Geoff Martin
- 5) Setting the Thetford Housing Committee Charge
- 6) Discussion with Listers; Janet Stowell, Diane Osgood, Sean Boyce
- 7) Intermunicipal Police Agreement between Thetford and West Fairlee
- 8) Setting the HS122 Late Filing Penalty at 8% (32 V.S.A. Section 5410(g))
- 9) Re-Approval of the Flood Hazard Area Zoning Bylaw
- 10) Liquor Commission: Request to Cater Alcohol, 802 cocktails
- 11) Warrants and Minutes
- 12) Adjourn

# 5

The Thetford Housing Committee wishes to have a brief item on the 9/13 Selectboard agenda to discuss the committee charge. The charge the Committee wants the Selectboard to review and vote on is:

*The Thetford Housing Committee plans to focus on promoting housing that supports current residents and people who wish to join our community.*

**TOWN of THETFORD**

*Board of Listers*  
 3910 Route 113 - PO Box 126  
 Thetford Center, VT 05075

*Telephone: # (802)785-2922, Ext 5*

*Email: [listers@thetfordvt.gov](mailto:listers@thetfordvt.gov)*

**About the Office:** The Thetford Listers Office is staffed by 4 part-time positions, three Listers and one Clerical Assistant. This year we have currently processed approximately 200 Sales Transfers, 50 Sales Verification letters, and 20 Tax Map Changes; which include Subdivisions, Annexations and Splits. We presently have four computer workstations that serve our individual needs. Our software includes a Computer Automated Mass Appraisal (CAMA) system, also known as ProVal; a Grand List database program serviced by New England Municipal Resource Center (NEMRC), and several databases, used for Sales. Since July 2007, all of our tax parcel maps have been computerized via our Geological Information System (GIS) which links to our CAMA system.

**Job Description:** The basic responsibility of the Lister is to appraise all personal and real property which is subject to taxation at its appropriate value, and produce a Grand List.

To do this, Listers must have a basic understanding of assessing principals and appraisal methods.

- They must understand property assessment administration in Vermont, and must take into consideration all State and Local governmental regulations which affect the potential uses and value.
- They must understand the methods for determining Homestead value, Non Residential value, Housesite value, Rental and Business Uses, and how each of these values is related to one another, and properly allocate each value.
- They must know their town, what is selling, the character of each sale, and keep accurate records of those sales.
- They must understand how to use the CAMA system and the Grand List administration program they are using.

Many of the Listers' activities have requirements concerning timing, notification, and format, as well as substance, which must be strictly adhered to. Ever-changing State Statutes must be carefully read, understood, and followed.

To be effective, Listers must be knowledgeable, fair, open, honest, patient, and willing to meet with people.

It is recommended that Listers avail themselves of training and resources available to them, such as that offered by:

- The Vermont Association of Listers and Assessors (VALA),
- The Division of Property Valuation and Review,
- The International Association of Assessing Officers (IAAO) and the
- Town Officer Educational Conferences and Municipal Officers Management Seminars sponsored by the UVM Extension Service.

To accomplish these responsibilities, the workflow is divided as follows:

### About the Staff:

*From the desk of Janet E. Stowell, Head Lister:* I have served the Town of Thetford for over 30 years. First as an Auditor (1988-1990) and then I was appointed to the position of Lister in the summer of 1990. Before becoming a Lister, I had completed two years of college at Goddard College, worked for Mary Hitchcock Memorial Hospital, First Twin-State Bank, and the Post Office in Thetford Center.

I have been through four town-wide reappraisals; 1992 by Michael Bailey, 2002 by Russ Boudeon, 2005 a statistical analysis done by the Thetford Board of Listers with assistance from Carolyn Lochler, and town-wide reappraisal done by the Listers with assistance from Vermont Appraisal Company in 2012. I have also witnessed numerous changes in the way the state funds and taxes for education.

As part of my position as Lister I have:

- 1). Completed the International Association of Assessing Officers (IAAO) Course One twice - once in 1990 and again in 2005, completing the 3-hour exam both times.
- 2). Completed the State of Vermont's Course One in 1996, which included Marshall and Swift cost tables, market, cost, and income approaches.
- 3). Completed a course on manufactured homes in 2000.
- 4). Attended several workshops on listing issues. Act 60 and Act 68.
- 5). Completed computer courses sponsored by the New England Municipal Resource Center (NEMRC).
- 6). Completed a personnel management course by the State of Vermont.
- 7). Completed public relations course by the State of Vermont.
- 8). Attended yearly Municipal Officers Meetings (MOMS) and Town Offices Workshops (TOWs).
- 9). Attended a Land Schedule Workshop by the State of Vermont in 2005 and 2011.
- 10). Attended a Mathematics for Assessors and Listers Workshop by the State of Vermont in 2006.
- 11). Been Trained on two Computer Automated Mass Appraisal systems (CAMA)
- 12). Been Trained on the GIS system ESRI
- 13). Have been nominated for Lister of the year in 2013
- 14). Completed Excel spreadsheet course by the State of Vermont 2017
- 15). Complete a course on Current Use by PV&R in 2019
- 16). Take part in several webinars on the Grand List and Current Use (2019 & 2020)

I am also:

- 1). Member of the Vermont Association of Listers and Assessors (VALA) since 1990 and am currently on the education committee.
- 2). Member of IAAO
- 3). Member of ProVal Users Group
- 4). I was on the Ancient Roads Committee.
- 5). Level One Firefighter and EMT - Retired in 2006.

My position as Head Lister requires me to direct and manage daily workloads of two other Listers and a Clerical Assistant to ensure that goals and time schedules are met. Besides assisting the other Listers to complete their duties and assignments that developing a town grand list involves, I also assist the other town offices, using my knowledge and experience of the town's legal and historic issues.

I deal with the public politely and professionally ever mindful that I am a representative of the town. My ability to explain the Lister's Office's assessments in a manner that can be understood by the public and co-workers is important.

I manage the grand list by doing several studies during the year on current town sales to determine equality, a common level of appraisal (CLA), and market trends. In the past I have assist the State's Property Valuation and Review's district advisor with their annual update of the State's 3-year sales study, which determines the town's state CLA and Coefficient of Dispersion (COD), a measure of the town's equity and fairness in taxing.

It should be noted here that since the enactment of Act 60 and then Act 68, the CLA plays a vital role in the State's determination of the town's education tax rate, which accounts for more than 75% of taxes raised.

I am an active member of the Board of Abatement (BOA) and the Vermont Assessors and Listers Association ((VALA), and I served as Chair of the Ancient Roads Committee.

Besides the above mentioned, I also administer the State's Current Use Program.

**Skills needed for this position:**

- 1). Knowledge of assessment practices and theories beyond the basics.
- 2). Good communication, management, and organizational skills.
- 3). Knowledge of State requirements and laws as well as local ones.
- 4). Knowledge of current market trends, especially within Thetford.
- 5). An understanding of how the town's CAMA system works and how it was developed.
- 6). Have a friendly and cooperative attitude.
- 7). Must be able to accept criticism and not take things personally.

**Janet E. Stowell, Head Lister - (Concluded)**

*From the desk of Sean Boyce, Lister:* I joined the Board of Listers in 2019 and have been learning what it takes to be a Lister since that time. I also accepted a position with the Vermont Appraisal company to help me better understand the assessment process. I have worked with Tom Cain of VAC in reappraising the Town of Braintree VT, and am doing the appraisal of Brookfield alone (2020-2022)

The Board of Listers determines the fair market value of the real property for taxation. This requires each Lister to understand appraisal principles, property assessment, and Vermont Statutes. Also, we each analyze and maintain the Grand List to determine what changes are needed.

The job of the listing has annual calendar activities. It is time-sensitive and requires an understanding of Vermont Statutes and the notification process. I share in the responsibility of implementing the monthly requirements which include the following items:

- 1). Valuing property as of April 1<sup>st</sup>
- 2). Recording Veterans Exemptions and State utility values
- 3). Change of appraisal notices
- 4). Grievance Hearings and the results of grievance notices
- 5). Lodging of the Grand List
- 6). Board of Civil Authority (BCA) and State Appeals
- 7). Equalization Studies
- 8). Filing of the 411 with the State
- 10). Review of the Equalized Education Grand List
- 11). Common Level of Appraisal (CLA); and
- 12). Coefficient of Dispersion (COD) for a possible appeal.

There are daily duties/responsibilities that each Lister participates in during the office hours:

- The public is served
- Telephone calls are received and returned
- Appointments are scheduled
- Property Inspections are performed; and
- Correspondence; including emails, faxes, and inter-office exchange of information is given.

I am an active member of the Board of Abatement (BOA) and the Vermont Assessors and Listers Association ((VALA)

To be an effective and knowledgeable Lister, the job now requires ongoing professional education. On an annual basis, I attend training sponsored by the Division of Property Valuation and Review and the UVM Extension Service. I am also learning ProVal (our CAMA System), NEMRC (OUR Grand List database), and Geological Information System (GIS).

Besides the above mentioned, I also assist in the drafting and presentation of our annual budget and am responsible for the information which is recorded in the town report.

**Sean Boyce, Lister - (Concluded)**

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*From the desk of Diane C. Osgood, Lister:* I first provided Clerical Assistance to the Listers Office in 2004 and during this time also provided Administrative Assistance to the Thetford Police Department. I was absent for a few months but gratefully returned to the Listers Office in the Spring of 2007. I was elected to the position of Lister in March 2009; and I also became the Assistant to the Thetford Zoning Administrator in \_\_\_\_\_. I remained Due to the nature of these positions, I continuously serve as a public relations representative to the community. Before my employment with the town, I was an owner, director, officer, and employee of a plumbing & heating corporation. (1990 - 2005).

I have been through one town-wide reappraisal in 2005 by the Thetford Board of Listers; and have learned about the numerous changes regarding State educational funding and taxation.

I have been charged with maintaining Homestead Declarations Forms (HS-122); which require weekly downloads beginning in February and ending in December. Within each download are various data requirements. This data is addressed according to the information provided by the property owner. I review downloads from the state and make phone calls to property owners when clarification is needed.

During my employment with the Town of Thetford, I have attended the following:

- 1). Municipal Officer's Management Seminar, 2004 (MOMS)  
(Topics included certifying your reappraisal, demystifying ratio studies and current use)
- 2). Justice of the Peace/Board of Civil Authority Workshop(BCA), 2005  
(Overview of duties and discussion of tax abatement)
- 3). VT Incident-Based Reporting System (VIBRS), 2005  
(Annual User's Conference - Certification Received)
- 4). VT League of Cities & Towns, 2005  
(Overview of public safety management)

And my affiliations have included:

- 1). State of Vermont (Justice of the Peace and Notary Public)
- 2). Member of the Vermont League of Cities & Towns (VLCT)
- 3). Member of Board of Abatement (BOA)

My position as Lister is to provide support, organization, and clerical assistance. Some of my duties include, but are not limited to:

- 
- Correspondence, including email, faxes, and telephone
- Print & send public property cards via our CAMA system
- Print abutter lists via our GIS system
- Copy deeds and tax maps
- Liaison to Zoning
- Update and Organize basic Listing forms

**Diane Osgood, Lister - (Concluded)**

*From the desk of Terre Lefler, Listers Clerical Assistant:*

My position entails that I assist each Lister as necessary, providing support, organization, and attention to detail. Some of my duties include, but are not limited to:

- Office coverage when the Listers are on-site visits, seminars, vacations, etc.
- Correspondence, including mail, email, faxes, and telephone.
- Print & send public property cards via our CAMA system.
- Processing transfers in Proval and NEMRC.
- Evaluating sales for Sales Study.
- Updating Grand List Details, like the chain of custody, trusts, ownership, tax map data, and others.
- Sending Sales Verification Letters to buyers and sellers for the Sales Study.
- Updating the Transfer book.
- Updating the Sales book for the Town Clerk's office.
- Checking each transfer for validity, Current Use, and other details.
- Processing building permits in Proval and NEMRC.
- Updating the Building Permit book
- Updating and maintaining data for inspections in Spring and Fall inspections.
- Contacting property owners for the status of building projects, appointments for inspections, and updates for the Grand List.
- Updating address changes.
- Sending property cards.
- Send updates to mappers, verify changes and process them as completed digitally, and review changes at the years end.
- Update and complete a monthly conversion process for ProVal and GIS.
- Processing transfers for Sales Study for the state using MyVtax.
- Updating contracts for the Lister's office.
- Updating the Grand List for the Pilot Program in Proval and NEMRC.
- Updating all Utility Properties in the Grand List in Proval and NEMRC.
- Updating all Veterans Properties in the Grand List in Proval and NEMRC.
- Updating the Lister Page of the Town Website.

This clerical position requires an understanding of all Lister duties and requirements. To successfully assist the office. The clerk filters all emails, and phone calls must know the importance level of each. I have updated most of the processes in the Lister's office to digital saving time and postage fees that were previously spent before sending information via the mail. I constantly provide technical assistance to the Listers and other offices. I assist and complete tasks in every aspect of the Lister duties, from updating and lodging the Grand List to the Grievance process. I read reports and review data for accuracy. My duties include helping property owners understand their rights and the Grievance Process. Helping property owners in various programs with the state like HS-122, Veterans, and Current Use.

I have completed Lister Training two years in a row, four Town Officers Education Conferences, numerous NEMRC training webinars to include but not limited to; Grievance Hearings - Strategies and Tools for remote meetings, Grand List Software, Basic MSOL CAMA webinar, New & Seasoned Listers conference.



I am in the final semester of completing my Bachelor's Degree. Before accepting this position in December 2015 I have held many positions across the globe as I traveled with my husband in the Army. During my time as a Territory Customer Assistance Manager for a team with Saturn, I helped ensure loyal Saturn owners and the company of Saturn achieve a "win-win" situation with a concern involving their vehicle or their experience. I also played a major role in software development as a beta tester for the IT team. While stationed in Virginia I worked for the Fort Eustis Club as an operations clerk. In Germany, I worked with a sales/marketing company where I represented products sold at the Army Exchange stores like Makita, Joop, JBL, Monster Cable, and others. Most of my job experience involves managing, organizing, and customer service/clerical duties.

**Terre Lefler, Listers Clerical Assistant - (Concluded)**

As individuals and as a group; we take great pride in our on-going commitment to fulfill our duties and responsibilities and to serve our community to the utmost of our capabilities. With the advancements we've made and the challenges we've overcome, it is with great anticipation that we look forward to the future managerial and personal growth of the Thetford Lister's Office.

Respectfully Submitted,

Janet E. Stowell  
Diane C. Osgood  
Sean Boyce  
Terre Lefler

**Intermunicipal Police Agreement  
between the  
Town of Thetford and the Town of West Fairlee**

**WHEREAS** the Town of Thetford maintains a police force in accordance with 24 V.S.A. §§ 1931 *et seq.*; and,

**WHEREAS** the Town of West Fairlee wishes to enter a contract with the Town of Thetford to provide police services; and,

**WHEREAS** Vermont law at 24 V.S.A. § 1938 authorizes towns to enter into agreements for intermunicipal police services;

**NOW THEREFORE, BE IT RESOLVED** that the Town of Thetford and the Town of West Fairlee enter into this agreement pursuant to 24 V.S.A. § 1938 for the provision of police services by the Town of Thetford to the Town of West Fairlee as described in this agreement.

**Article I  
Management and Services**

The Selectboard of the Town of Thetford may authorize the Town Manager or other designee to provide police resources for inter-municipal police services. The Town of Thetford ("Thetford") hereby designates and shall provide services through its duly established Police Department ("Department") to the Town of West Fairlee ("West Fairlee"), as defined in this agreement.

- A. Thetford shall be responsible for and have sole and exclusive authority for the management of the Department.
- B. The Department shall provide West Fairlee an annual total of approximately 100 hours for duly certified policing services, including but not limited to traffic enforcement, any court related proceedings such as conferences with the prosecutor, depositions, attendance at hearings and trials (Services).

Thetford will make every possible attempt to provide West Fairlee with traffic enforcement services during the heavy travel times of day as requested by West Fairlee; however, availability will be based on staffing levels.

- C. These Services shall be distributed approximately as follows:

From the date of approval of this contract until December 31, 2021, an average of two (2) 2.0 hour details per week for routine traffic enforcement and safety.

- D. Thetford shall inform West Fairlee when 100 hours of Services have been expended. Upon notification, West Fairlee may request additional hours of services.

**Article II  
Funding**

- A. Thetford shall invoice West Fairlee on a quarterly basis for Services.

- B. Services shall be billed to West Fairlee if, and only if, Services were provided in West Fairlee, or as the direct result of services provided in West Fairlee.
- C. The Department shall keep a log of Services provided in West Fairlee for the preparation of invoices. A copy of the log shall be sent to West Fairlee on a quarterly basis. The West Fairlee Selectboard Chair, Thetford Town Manager and Thetford Police Chief will meet on an as-needed basis.
- D. West Fairlee Agrees to pay Thetford \$84.76 per hour for invoiced Services.
- E. Hours paid for West Fairlee Contract details shall be extended for the completion of activities related to the detail (i.e., arrest processing, reports).

The Department employee may opt to complete West Fairlee detail-related assignments at a time not contiguous to the detail and will be paid the detail rate for that time actually worked. The two-hour minimum shall not apply to the time an officer spends completing arrest processing, paperwork, or other related activities at a time not contiguous to the detail hours.

If an officer is required to attend a judicial proceeding (hearing, deposition, etc.) related to activity under the West Fairlee Contract, the officer shall be compensated, and the Town of West Fairlee will be charged, a minimum of four (4) hours of detail pay. An officer who has both Thetford and West Fairlee cases in court on the same AM or PM period shall be compensated by a combination of Overtime and Detail Pay, with the combined pay to be a minimum of 4 hours total, based on the number of hearings related to Thetford and West Fairlee cases.

- F. West Fairlee will pay invoiced amounts promptly, but not later than 30 days after receipt of invoices.

### **Article III Insurance**

- A. Thetford will provide liability and casualty insurance coverage on all aspects of the Department in amounts commercially available and as deemed reasonable and prudent by the Thetford Selectboard or its designee.
- B. Thetford will provide general public liability and casualty insurance coverage insuring against claims for property damage, bodily injury, or personal injury occurring in connection with all aspects of the Department's operations under this agreement in amounts commercially available and as deemed reasonable and prudent by the Thetford Town Manager or designee. West Fairlee shall be listed as an additional insured on the policy. At the commencement of the term of this agreement, Thetford shall deliver to West Fairlee a certificate for said insurance showing West Fairlee as an additional insured and shall promptly notify West Fairlee of any changes to its coverage.

**Article IV  
Indemnification**

- A. To the extent provided by Vermont law, Thetford shall defend, indemnify, and hold West Fairlee and any and all West Fairlee Selectboard members, elected or appointed officials, agents or employees or former officials, agents or employees harmless for any and all claims for damages of any kind, attorney's fees, equitable relief, administrative fines, civil money penalties or interest asserted against all and any of them, relating to any police services provided under this agreement including but not limited to any claims under: the United States or Vermont constitutions, any labor contract or labor law, any employee benefit or pension plan, any state, federal, or municipal law, ordinance or common law claim, any workers compensation, workplace health and safety, civil rights, labor or employment statute, regulation, rule, policy or contract, any claim that West Fairlee is an employer or joint employer of the police officer(s), or any claim by taxing authorities that West Fairlee has failed to satisfy its obligations to the law enforcement officers under any and all tax laws, regulations, rules or policies unless the claims arise from West Fairlee's bad faith or intentional malfeasance.
- B. West Fairlee shall be named as an additional named insured or additional covered party and Thetford shall provide West Fairlee with evidence of such coverage.

**Article V  
Employees**

- A. Employees of the Department are to be considered employees of Thetford.
- B. The Thetford Town Manager or designee will have sole authority over hiring, firing, promotions, demotions, and any other personnel decisions in the Department.

**Article VI  
Facilities and Equipment**

- A. Thetford shall provide adequate facilities and equipment to conduct Department activities at no additional cost to West Fairlee.
- B. All Department facilities and equipment shall be property of Thetford.

**Article VII  
Term**

- A. The term of this Agreement begins upon acceptance by both SelectBoard and expires December 31, 2021.
- B. Hereafter, the Thetford and West Fairlee Selectboards, or their designees, may meet on an annual basis to evaluate this Agreement and may affirmatively enter into a new Agreement.
- C. If a new Agreement is not reached by the expiration of this Agreement, Services will no longer be provided until a new Agreement is reached.

**Article VIII  
Dissolution**

This agreement shall become null and void, and all necessary action must be taken to remove liability and public expectation of police services by West Fairlee under the following circumstances:

- A. By affirmative vote of the majority of Selectpersons at a duly warned Selectboard meeting of either town; or,
- B. By the expiration of the Term of this Agreement without a new Agreement, as defined in Article VI; or
- C. By the accumulation of 130 hours of Services by West Fairlee without a request for additional hours of Services by the West Fairlee Selectboard.

**Article IX  
Miscellaneous**

Dispute resolution; forum. In the event of a dispute hereunder, the Parties agree that any dispute will be filed in the Vermont Superior Court, Orange Unit, Civil Division, and that any dispute will be governed by Vermont law. Each party shall pay its own costs and fees in the event of any dispute.

The Town of Thetford and the Town of West Fairlee, upon execution by the Selectboards of each do enter into this agreement effective the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**TOWN OF THETFORD  
BY ITS SELECTBOARD**

**TOWN OF WEST FAIRLEE  
BY ITS SELECTBOARD**

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**TOWN OF THETFORD SELECTBOARD**

**MOTION FOR CONSIDERATION – HOMESTEAD FILING 8% PENALTY**

SEPTEMBER 13, 2021

Motion to consider the assessment an 8% penalty for the late filing of a Homestead Exemption in accordance with 32 V.S.A §5410 (g) for 2021.

# The Vermont Homestead Declaration

By Vermont law, property owners whose homes meet the definition of a Vermont "homestead" must file a Homestead Declaration annually by the April due date. If eligible, you must file so that you are correctly assessed the homestead tax rate on your property. This fact sheet will provide the information you need to know as a property owner about filing your Homestead Declaration.

**The Homestead Declaration for 2020 is due April 15 and no later than Oct. 15. Your municipality may assess a penalty after the April due date.**

## What is the Vermont Homestead Declaration?

In Vermont, all property is subject to education property tax to pay for the state's schools. For this purpose, property is categorized as either homestead or nonhomestead. A homestead is the principal dwelling and parcel of land surrounding the dwelling, owned and occupied by the resident as the person's domicile\*.

Properties are considered "nonhomestead," unless declared as a "homestead." The education property tax rate levied on nonhomestead property differs from the rate levied on homestead property. It is your legal responsibility as the property owner to claim the property as a homestead if you meet, or expect to meet, the following requirements:

- You are a Vermont resident
- You own and occupy a homestead as your domicile as of April 1, 2020

Note: If you meet these requirements, except that your homestead is leased to a tenant on April 1, 2020, you may still claim it as a homestead if it is not leased for more than 182 days in the 2020 calendar year.

\* *Domicile is a legal concept that has implications for Vermont income tax, the statewide education tax, and property tax adjustments. For the definition of "domicile," see Vermont Reg. § 1.5811(11)(A)(i) found at tax.vermont.gov/regulations.*

## What is **not** a homestead?

Property is considered nonhomestead if one of the following applies:

- Your property is leased for more than 182 days out of the calendar year.

- The property is used exclusively for a commercial, including rental, purpose.
- The property is used for a second home, camp, vacation, or summer cottage.

## Homestead property and commercial use

As long as the property meets the requirements of a Vermont homestead, a part of the homestead property may be used for commercial purposes or as a rental. If *more than 25%* of the dwelling is used for business purposes, then that portion must be reported as nonhomestead on the Homestead Declaration. However, if *any part* of the dwelling is a rental, then the percentage that is a rental must be reported. Outbuildings used for business or rental purposes are considered nonhomestead.

## Filing due dates

You must file a Homestead Declaration annually by the April due date. After the April due date, if you have not filed, the municipality may assess a penalty of up to 3% of the education tax on the property if the nonhomestead rate is higher than the homestead rate, or up to 8% if the homestead rate is higher. If you file after the October due date, the property will not be added to the municipal grand list as a homestead for that year, and you will be subject to any penalties and interest that apply.

## Filing the Homestead Declaration

The Homestead Declaration is filed using Form HS-122, the Homestead Declaration and Property Tax Credit Claim. The easiest and quickest way to file is electronically on the Department's website at myVTax.vermont.gov. If you file a paper form, it is important to remember to sign the form at the bottom of the

reverse side (below the Property Tax Credit Claim). Many people file their Homestead Declarations at the same time they file their Vermont income tax returns. However, if you apply to extend the time to file your income tax return, the declaration must still be filed by the April due date. Even if a person is not required to file a Vermont Income Tax Return, the declaration must be filed by the due date.

**What you will need to file**

In addition to the property owner's basic information, you should have the following available when filing:

- The property's School Property Account Number (SPAN) printed on the property tax bill
- The property owner's Social Security Number
- The three-digit school district code found on the property tax bill

**Withdrawing a Homestead Declaration**

There may be a situation where the Homestead Declaration has been filed between Jan. 1 and April 1 but needs to be withdrawn. The following are a few common reasons for withdrawal:

- The homestead was not owned by the person declaring it as a homestead on April 1.
- The property no longer qualifies as a homestead.
- The Homestead Declaration was submitted in error (for example, it was not the owner's primary residence).
- The homestead was leased to a tenant for more than 182 days.

To withdraw the declaration, use Form HS-122W, Vermont Homestead Declaration and/or Property Tax Credit Withdrawal.

**Frequently Asked Questions**

**What if there is more than one owner of the homestead?**

If the property owners are a married or civil union couple, then both owners are included in the Homestead Declaration. However, for other ownership situations, refer to the instructions in the Vermont Income Tax Return booklet or contact the Vermont Department of Taxes.

**What if the homestead is located in two adjoining towns?**

The Homestead Declaration must be filed for each town.

**What if the property is transferred to a new owner after April 1?**

If the property is transferred (by sale or some other type of transaction) to a new owner after April 1, the new owner waits until the following year to file the Homestead Declaration if the property qualifies as a homestead.

**What if I have an ownership situation not covered here?**

For help with unusual ownership situations, see [tax.vermont.gov/property-owners/homestead-declaration/special-situations](http://tax.vermont.gov/property-owners/homestead-declaration/special-situations)

**Contact us**

For situations not covered by this fact sheet, please call (802) 828-2865 or 1-866-828-2865 (toll-free in Vermont).

For more information on the Homestead Declaration, see 32 V.S.A. § 5410 at [legislature.vermont.gov/statutes/title/32/](http://legislature.vermont.gov/statutes/title/32/)

File your Homestead Declaration online at [myVTax.vermont.gov](http://myVTax.vermont.gov).

Visit our website at [tax.vermont.gov](http://tax.vermont.gov) for forms and more fact sheets.





**Request to Cater Malt, Vinous and/or Spirituous Liquors**

**\$20.00 Application Fee (must be included)** \*I have a credit on file with DLC

License Number: 8638-002-CCAT-001

Licensee Name: 802 Cocktails

Doing Business as: 802 Cocktails

Street: 1250 Williston Rd Suite A Town/City South Burlington

Contact Name & Phone: Jason Paquette - 802-338-5319

Email or Fax: forepaquette1@gmail.com - jason@802cocktails.com

**BE SURE TO READ INSTRUCTIONS BELOW  
BEFORE COMPLETING APPLICATION**

- 1) Describe type of event: Parkos Wedding  
Serving beer, wine, and spirits
  - 2) Location of event: 341 Quinbeck Rd, Post Mills, VT 05058
  - 3) Date of event: 9/25/21
  - 4) Hours of operation from beginning to end: 4 pm - 11 pm
- Approximate number of persons expected: 55

Signed: Jason Paquette Date: 9/3/21

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

Please check one:  Approved  Disapproved

Jeremy Boroff Thetford 9/3/21  
Town/City Clerk 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 women.
- 5) Provide sufficient number of employees for control purposes.
- 6) No personal checks will be accepted.



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**Flood Hazard Zoning Bylaw Hearing  
And Selectboard Special Meeting DRAFT Minutes  
Thetford Town Offices  
(w/Virtual Attendance Option)  
Monday, August 23, 2021 7:00pm**

Selectboard Members present: Sharon Harkay (Chair), Li Shen (Vice-Chair), Mary Bryant, Steve Tofel (on Zoom)

Selectboard Members absent: Nick Clark

Others present: Bryan Gazda (Town Manager), Tracy Borst (Town Clerk/Treasurer), Martie Betts (Selectboard Assistant)

Total meeting room attendance: 2  
Total Zoom attendance: 20

**Flood Hazard Area Zoning Bylaw Hearing**

Selectboard Chair Sharon Harkay called the meeting to order at 7:01 PM. Selectboard members introduced themselves. There were no Planning Commission members in attendance. Li Shen gave a brief explanation of changes to the bylaw. There were no questions.

**Motion** by Li Shen to accept the new Flood Hazard Area Zoning Bylaw as already approved by the Planning Commission on June 15<sup>th</sup>, 2021. **VOTE by Roll Call:** Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in favor, Sharon Harkay – in favor

**Motion** to adjourn the hearing on the Flood Hazard Area Zoning Bylaw at 7:06 PM and convene the Selectboard meeting. **Motion passed (4-0-0)**

**Special Selectboard Meeting Agenda:**

Sharon Harkay called the meeting to order at 7:06 PM.

**1) Agenda Review**

No changes to the agenda.

**2) Town Manager Report – Bryan Gazda**

**a) Route 132 Update**

Bryan has just received the project update and explained they will be moving to a bi-weekly project update on Wednesday mornings, instead of weekly as they are now scheduling 2 weeks ahead. There has been one issue getting materials for the underdrain, as the original supplier was not able to provide what's needed. Another supplier has been found with a little bit of additional cost, but still within overall budget. They are finishing up the boxing out of the road with a goal of completing that by Labor Day. That should reduce the number of 10-wheel trucks that are on the road. The plan is to get the base coat on by the end of October.

**b) COVID-19 Mask Requirement**

Bryan has contacted the Vermont League of Cities and Towns and was told that the town did have the ability to require masks in municipal buildings. Bryan said he also contacted Mariah Whitcomb, Thetford's Emergency Management Director, who confirmed that Orange County is considered a substantial transmission area and the CDC website recommends indoor masking for



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1 substantial and severe transmission areas. The recommendation is for the mask mandate to be in  
2 effect for the next 4 weeks.

### 3 c) Post Mills Dangerous Building Update

4 Bryan said the property owner has contractors lined up to take down a portion of a building.  
5 Zoning regulations will be reviewed to determine whether he can keep the footprint of the  
6 building if he removes the entire current structure.

### 7 d) Treasure Island Update

8 Bryan said Treasure Island will be open as much as possible. A new person has been hired to  
9 help with the gate. There is also a grant opportunity for recreation, with the letter of intent due by  
10 Friday. We are looking at a tri-town agreement, and Bryan has received some comments from  
11 the Treasure Island Exploratory Committee. Sharon said she had heard the committee was  
12 thinking of putting in for a study of the old caretaker building, possibly turning it into a center  
13 that would house various things, and in the grant write up she noticed they could put in for  
14 signage. Sharon asked if they were going to try to cover signage with the grant or do fundraising.  
15 Bryan said fundraising has already begun for the signage. Mary Bryant asked if the Lake Fairlee  
16 association or the committee was working on putting up a new sign, because she has seen mock-  
17 ups for one. The committee has been working on that. Li asked Bryan to elaborate on the tri-  
18 town agreement. Bryan said it was his understanding that the Selectboards in West Fairlee and  
19 Fairlee are interested in working together on this, as Treasure Island is a treasured resource.  
20 What could we do collectively together that might give more weight in the application process?  
21 We would be the lead agency. Sharon noted that Delsie (*Delsie Hoyt, West Fairlee Selectboard  
22 Chair*) is the one that brought the grant to our attention. Bryan said this is also an opportunity for  
23 getting a master plan for Treasure Island, and then build off that for future improvements. Sharon  
24 asked if there was an idea of how many weeks the gate would be open. Bryan said it's a week-  
25 by-week situation. The current employee is a student, so they have more availability in the  
26 afternoons. Lifeguards will end after Labor Day weekend. Sharon asked for more specifics.  
27 Bryan said the beach should be open from 3:00 PM to 7:00 PM, but he doesn't know how many  
28 days a week this employee will be there. Bryan said they will put the information out on the  
29 website once they know. Bryan said discussion about opening without staff leads to thoughts  
30 about the gate, why it was put in, and do we need to change the location. If we are thinking of  
31 using Treasure Island as more of a four-season type of area, do we need to move it? It will be a  
32 little bit of work to move it down because the opening is a little wider than the span of the gate.

33

### 34 3) Public Comment

35 Jim Masland said he would like to join in on the discussion about the Lebanon landfill when it  
36 comes up. Jim said he wanted to alert the Selectboard that there is no water in his fire pond. He  
37 said he had met with the Fire Department some time ago and said they should have a discussion  
38 with the Fire Department about this topic and what to do about it. His agreement with the Fire  
39 Department was signed decades ago. Sharon asked how the water normally gets into the fire  
40 pond. Jim explained there is a stream on the high side of his driveway from the old Pero well.  
41 There is a pipe that runs under the driveway and empties just above the pond. The pit liner that  
42 was put in 30 years ago, has cracked and no longer holds water. Li said she thought the history of  
43 the fire ponds was because in some previous Town Plan it was noted that Thetford was really  
44 deficient in firefighting ability, and there was a big push to get private landowners to build fire



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1 ponds. About 25 ponds were built at that time. Jim said his location is good for a fire pond.  
2 Sharon wondered if they needed to call a special meeting or if it can wait until the September  
3 13<sup>th</sup> meeting, or if Jim could just sit down with the Town Manager to discuss between meetings.  
4 Jim felt the best use of everyone's time would be to talk Bryan.  
5

#### 6 **4) Lebanon Landfill Discussion with Tom Kennedy**

7 Sharon introduced Tom Kennedy, who is with the Greater Upper Valley Solid Waste District  
8 (GUVSWD). Tom said this agreement is an amendment to a solid waste agreement all the towns  
9 signed in the year 2000. The reason for this is the City of Lebanon is going to a bar code system  
10 for waste. Depending on which option the town chooses, a resident can go to go to the City of  
11 Lebanon's website, download a permit which is associated with a bar code, and then load that  
12 barcode with funds. When you go to the gate in Lebanon, they will scan bar code and debit your  
13 account. The agreement goes into effect on September 1<sup>st</sup> of this year. The GUVSWD has spent  
14 2 ½ months negotiating with the city. When they first got the agreement, they hired their attorney  
15 to review the original contract on behalf of the district and municipalities, which resulted in some  
16 changes. Reviewing the agreement, Tom pointed out that the Town has 3 options; 1) the town  
17 would act as an agent for the City of Lebanon. A resident would come into the Town Hall, and  
18 the designated agent would assist that person in getting their permit and bar code. 2) the town  
19 signs the agreement, but the individual resident would need to go to the Lebanon website to  
20 purchase the permit and load the barcode. 3) the town does not sign the agreement. By not  
21 signing, no resident or commercial entity that has a place of business in the town of Thetford,  
22 would be allowed to go to the landfill and the 2000 agreement would stay in place. That 2000  
23 agreement is not friendly to towns because in that agreement there is no pro rata share when it  
24 comes to closing costs, or if something happened at the site and you had to spend a considerable  
25 amount of money to remedy the situation. The 2000 agreement does not have a time associated  
26 with it; it's based on when they fill a cell. Over the years it's been very difficult to determine  
27 when the city has completed a cell and opened another. All the towns in the GUVSWD except  
28 for Norwich does not control their trash. If you sign this agreement and the municipality controls  
29 the trash, with the non-compete clause in this agreement it is clear that whoever handles trash in  
30 your town must bring it to Lebanon. Since Thetford does not have a facility, the town is not  
31 controlling it so therefore the non-compete clause does not apply. The other major change in this  
32 amendment is there is an opt out clause which says with a year's notice you can opt out of this  
33 agreement.

34 Tom says he has talked with every town so far, and all towns to date are selecting Option 2. No  
35 town has declined to sign the agreement.

36 Sharon asked how this would work for residents that don't have smart phones. Tom said that is  
37 problematic, and they would need to ask a relative or neighbor for assistance. Tom said the bar  
38 codes can be printed off and they can be loaded digitally using either a debit or a credit card.  
39 Tom said he forgot to explain that the City of Lebanon has an ordinance called the "Welcoming  
40 Ordinance" which is an ordinance that says an agent or employee of the City of Lebanon cannot  
41 assist any immigration efforts made by ICE (*Immigration and Customs Enforcement*). If you  
42 choose to have the town be responsible for these permits, whoever the agent is for the town will  
43 have to go through a welcoming training.



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1 Joanne Kirsten said she just purchased a new card with 10 punches, which she will not be able to  
2 use up by September 1<sup>st</sup>. Can that money be applied to the new bar code system? Tom said he  
3 does have an email into the city asking that question, as it has come up in previous discussions.  
4 Tom said he also wanted to mention that towns are going to have to report the amount of  
5 recycling that they do, but GUVSWD has been creating these reports for some time now and  
6 they will take care of it.

7 Stuart Rogers said he understood that the permit with the bar code will be required on September  
8 1<sup>st</sup> but loading the cards will take place slowly over the next couple of years. Punch cards will  
9 still need be needed at the gate.

10 Jim Masland, as the representative to the solid waste district, has been aware of these  
11 negotiations. He said the new agreement is somewhat better, and he would urge the Selectboard  
12 to sign it.

13 **Motion** by Sharon Harkay to accept the Municipal Solid Waste Agreement with the City of  
14 Lebanon, choosing Option #2 under Permit Required which opts to allow residents to obtain  
15 individual permits directly from the City of Lebanon through their online portal, therefore being  
16 able to dispose of their acceptable waste directly to the Lebanon Solid Waste Facility beginning  
17 September 1<sup>st</sup>, and to authorize the Town Manager to sign the agreement.

18 Tracy Borst said she wanted clarity on the implications of this agreement. We still have our  
19 recycling center in Thetford, and we still have access to the Hartford landfill and recycling. This  
20 agreement doesn't come with a dollar amount except when the cell closes and we're on the hook  
21 for our portion of packing that cell. Tom Kennedy said that part of the bag fee goes to a closure  
22 cost, and that goes into a fund. With this agreement going forward it's going to be based on pro  
23 rata share based on how they are tracking the tonnage going through. With this new system they  
24 will be tracking the tonnage by town, whereas right now they track it by the hauler. Right now, it  
25 is difficult to determine the number of people from the Town of Thetford who use Lebanon and  
26 how much tonnage they are disposing. No matter what landfill you use, there is always some  
27 exposure. Tracy responded that this agreement isn't an exposure to the municipality of Thetford  
28 to make a payment-- the users are paying. Tom said the municipality is representing the users, as  
29 it is an agreement between the Town of Thetford and the City of Lebanon. There is some  
30 exposure to the town, but it is much less than the existing agreement. Sharon wanted to know if  
31 even though only a few of our residents may take their trash to Lebanon, the whole town will be  
32 chipping in to close the cell. Tom said the cost is based on the numbers of users and the tonnage.  
33 Jim Masland said that currently the trash from the recycling center on Saturday mornings also  
34 goes to Lebanon, which means it's calculated in the town's portion of tonnage. Tom confirmed  
35 and added that Lebanon is required to establish the fund and there is a significant amount of  
36 money in it, but there is liability to the town. Tom said that to date Lebanon has generated  
37 enough revenue to pay for the capping of the cells, this is more of a situation in which Lebanon  
38 would have to do something above and beyond, and so they may be seeking additional funding.  
39 **VOTE by Roll Call:** Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in favor, Sharon  
40 Harkay – in favor

41  
42 **5) Memorandum of Understanding and Letter of Intent for Conservation Easements of**  
43 **Town Lands with Attorney Ed Adrian**



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1 Sharon Harkay introduced Ed Adrian, the attorney that has been working on the AT&T cell  
2 tower agreement and negotiations. Ed Adrian then introduced the attorney working with AT&T,  
3 Will Dodge, who gave a review of milestone dates for the project. The current MOU and Letter  
4 of Intent puts 50% of the town forest on 5 Corners Road under a conservation easement with the  
5 Upper Valley Land Trust. The details of the easement will be worked out over the course of the  
6 next two years. The Memorandum of Understanding allows for the construction of the tower to  
7 go forward while the conservation easement is being worked out. It is anticipated that the tower  
8 will be in use by the spring of 2022.

9 The tower will be 195 feet high and there are no plans for any lighting.

10 **Motion** by Sharon Harkay to accept the wording of the Memorandum of Understanding and  
11 Letter of Intent between the Town, AT&T, Agency of Natural Resources and the Upper Valley  
12 Land Trust, and to authorize attorney Ed Adrian to sign both. **VOTE by Roll Call:** Steve Tofel –  
13 in favor, Mary Bryant – in favor, Li Shen – in favor, Sharon Harkay – in favor  
14

## 15 **6) Discussion of Five-Year Road Plan with Rene LeBlanche from Stantec**

16 Sharon Harkay introduced Rene LeBlanche from Stantec Consulting Services, who will discuss a  
17 5-year road plan.

18 Rene explained that he has been talking with Bryan about the need for an assessment of all the  
19 roads in Thetford. Rene reviewed information that was in the meeting packet.

20 There was discussion about the culvert evaluation recently conducted by Two Rivers  
21 Ottawaquechee Regional Commission.

22 Bryan said there is money in the budget for Stantec to do the assessment. Once the assessment is  
23 completed, he can determine with the Department of Public Works (DPW) Director whether the  
24 work needs to be contracted out.

25 **Motion** by Li Shen to accept the proposal from Stantec Consulting Services for a Town Wide  
26 Roadway Assessment in the amount of \$36,375.00, and to authorize the Town Manager to sign  
27 the contract. **VOTE by Roll Call:** Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in  
28 favor, Sharon Harkay – in favor.  
29

## 30 **7) Senior and Affordable Housing Committee (SAHC) – Request for Time with** 31 **Selectboard**

32 Sharon Harkay apologized to the members of the committee who had been waiting for this  
33 discussion. Mary Bryant, liaison to the committee, said at their last meeting several questions  
34 were discussed that they wanted to bring before the Selectboard.

### 35 **a) Consideration for SAHC to change their committee's name**

36 Sarah Martel, a member of the committee, said the members would like to suggest changing the  
37 name to the Thetford Housing Committee. Sharon said the Selectboard could rule on that during  
38 this meeting. Stuart Rogers asked if by changing the name of that committee, would it then  
39 change their bylaws or charge.

### 40 **b) Selectboard to give charge to the SAHC**

41 Mary Bryant said that many members of the committee have resigned, and the three current  
42 members thought it would be fitting to have new charge. Two options were given:

43 #1 The Senior and Affordable Housing Committee will work with citizens of Thetford, the  
44 Town Manager, Town Planning Commission and regional agencies to address our town's



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1 housing crisis. The committee will provide education on the causes and solutions to our housing  
2 shortage and provide opportunities for citizen engagement to understand the issues and to  
3 participate in creating housing solutions for senior citizens, present citizens of Thetford and those  
4 that wish to make the town of Thetford their new home.

5 #2 The Thetford Housing Committee plans to focus on promoting housing that supports current  
6 residents, people who wish to join our community, and those who wish to return to their  
7 hometown.

8 Sharon noticed that any quest for land for housing was not included in either option. Mary  
9 Bryant said that right now the committee is not interested in looking for land. Sarah Martell  
10 added that the former committee was under a different town government structure, and this  
11 committee would be more of an education advocacy group.

12 There was discussion about removing the words “senior” and “affordable”. The current  
13 committee members want to remove implications of either a very specific charge or bias. Cathee  
14 Clement, another committee member, said that specificity is not needed in the title or the mission  
15 statement. The work of the committee will determine what direction to go in, and what to look at,  
16 but it should not be directed by the title. Sarah agreed and said that they want to stay away from  
17 the word affordable. Sharon Harkay requested the ideas in writing and the Selectboard will  
18 review at the September 13<sup>th</sup> meeting.

19 **c) Change the quorum of SAHC to 3 (max. of 5) members so committee may**  
20 **vote and proceed with decisions/actions.**

21 Currently there are only 3 members on the housing committee, and they have asked that the  
22 number of committee members be changed to a minimum of 5 and a maximum of 7. There was  
23 discussion about whether a committee could have a minimum and maximum number. In order to  
24 move things forward with a quorum, the number of members would need to be five.

25  
26 **Motion** by Sharon Harkay to change the title of the Senior & Affordable Housing Committee to  
27 the Thetford Housing Committee, to change the number of members to five, and to review their  
28 mission statement at our next meeting on September 13<sup>th</sup>. **VOTE by Roll Call:** Steve Tofel – in  
29 favor, Mary Bryant – in favor, Li Shen – in favor, Sharon Harkay – in favor

30  
31 **8) Discussion about Agricultural Tax Stabilization, Draft Language**

32 The Selectboard reviewed draft language for the tax stabilization process.  
33 The Selectboard would like to run it by the Vermont League of Cities and Towns. Bryan will  
34 consider how it might impact the budget and ask the Listers to generate a list of information  
35 about the number of agricultural parcels in town.

36  
37 **9) Appointment to the Connecticut River Joint Commissions Upper Valley**  
38 **Subcommittee**

39 **Motion** by Sharon Harkay that we appoint Linda Mattson as a representative to the Connecticut  
40 River Joint Commission’s Upper Valley Subcommittee, effective immediately. **Motion passed**  
41 **(4-0-0)**

42  
43 **10) Review and Possible Approval of Lister’s Errors and Omissions**



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1 **Motion** by Li Shen to accept the Lister's Errors and Omissions Certificate presented by the  
2 Listers for property 642-202-11374 for a Real Value Change from \$275,930 to \$224,620.  
3 **Motion passed (4-0-0)**

4  
5 **11) Approval of One-Time Request Caterer Applications (Liquor Commission) – move**  
6 **item.**

7 Sharon Harkay temporarily adjourned the Selectboard meeting and convened a meeting of the  
8 Liquor Commission at 9:44 PM.

9 **Motion** by Mary Bryant that we approve the applications to serve alcohol from Monkey House  
10 Hospitality, LLC at Camp Ohana on October 2<sup>nd</sup>, and October 10<sup>th</sup>, 2021. **Motion passed (4-0-0)**

11 **Motion** by Sharon Harkay to approve the application to serve alcohol from Blood's Catering &  
12 Party Rentals, Inc at Camp Ohana on September 5<sup>th</sup>, 2021. **Motion passed (4-0-0)**

13 Sharon Harkay adjourned the meeting of the Liquor Commission and reconvened the  
14 Selectboard meeting at 9:47 PM.

15  
16 **12) Consideration of Request to Bury Utility Lines**

17 Bryan Gazda said he had 2 requests to install underground electrical power lines, one on 5  
18 Corners Road and the other on Cadwell Road.

19 Electrical contractor Pat Dixon will install approximately 955 linear feet of electrical power  
20 cable for Thomas Troy. Blake Excavating has agreed to install a new culvert free of charge,  
21 while doing the work for Pat Dixon. Conrad Reining is requesting an approximate 55 linear foot  
22 cut across Cadwell Road for the installation of underground power cable.

23 Joanne Kirsten expressed concerns about potential damage to her property, as there has been  
24 substantial damage done in the past. Bryan assured Joanne that the width of the road will not  
25 change.

26 Bryan's recommendation to the Selectboard is to approve both projects. Work on 5 Corners  
27 Road will cause the road to be temporarily closed for a few hours.

28 **Motion** to approve of the installation of underground power lines in or across Cadwell and 5  
29 Corners Roads, and to accept the offer to replace the culvert on 5 Corners Road at no cost to the  
30 town, as described in the plans presented.

31 **VOTE by Roll Call:** Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in favor, Sharon  
32 Harkay – in favor

33  
34 **13) Warrants and Minutes**

35 **Motion** by Steve Tofel to accept the regular Selectboard meeting minutes of August 9<sup>th</sup>, 2021, as  
36 presented. **Motion passed (4-0-0)**

37 **Motion** by Sharon Harkay to accept the warrants as presented. **Motion passed (4-0-0)**

38  
39 **14) Adjourn**

40 **Motion** by Steve Tofel to adjourn the Selectboard meeting at 9:52 PM. **Motion passed (4-0-0)**

41