



Town of Thetford Vermont

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

Selectboard Regular Meeting *Draft* Agenda
Thetford Town Offices
(w/Virtual Attendance Option)
Monday, September 20, 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) Post Mills Property Update
- 3) Public Comment
- 4) Request for waiver of Homestead Tax Late Filing Penalty
- 5) Continued Discussion of the Lister Department
- 6) Continued Discussion of the Telecommuting Policy
- 7) Warrants and Minutes
- 8) Adjourn

Elect Listers and/or Hire an Assessor: Options for Your Town

Under Vermont statute, property tax assessment assigns responsibility for the grand list to locally elected municipal listers. Beginning with Act 60 in 1997, the administrative duties of assessing officials have become much more complex and time-consuming.

Many municipalities have moved toward hiring professional assessors to administer their grand lists because of the challenge of finding registered voters in their towns able *and* willing to commit to the increasing

responsibilities of the job. This fact sheet provides examples of different assessing structures that are being used throughout the state.

Some things to consider in deciding which structure will work for your town include the following: your town budget, local interest/involvement in town government, real estate activity, town growth/building permits, Current Use enrollment numbers, etc.

Find more information on the job duties of listers and assessors and a list of PVR-approved assessors here:

What a Lister Does: Overview of Responsibilities

tax.vermont.gov/sites/tax/files/documents/FS-1149.pdf

List of Appraisers

tax.vermont.gov/municipal-officials/listers-and-assessors/appraiser-approvals-renewals

Checklist of Lister Office Duties

tax.vermont.gov/sites/tax/files/documents/FS-1271.pdf

ASSESSING OFFICE SCENARIOS

NOTE: Towns with charters need to follow charter directives, which may conflict with the information below.

1) Board of Listers Only. Listers should be engaged individuals who participate in PVR-sponsored courses and the Vermont Municipal Property Assessor Certification program. Under this scenario, three or five listers are voted in for three-year terms on a staggered cycle. The listers ideally have some prior education and experience regarding real estate, construction, and computer use. Diplomacy, ethics, and discretion are also important. Being a lister is a good opportunity to learn a vital profession at any stage of life. It is the perfect position for fair-minded individuals.

2) Active Lister Board with Contracted Assessor. In this scenario, the board of listers works regular hours doing administrative, state-mandated tasks (such as homestead filings, address changes, answering phone calls, and data entry). Assessors are hired to do valuation-related tasks, such as field work/data collection, Current Use values, valuation consulting, and reappraisal work.

3) Assessor/Essential Responsibilities Listers. In this scenario, listers typically don't do the routine day-to-day tasks. Instead, lister responsibilities might include hearing and deciding grievances, making exemption determinations, and collaborating with the assessor, with no regular office hours for the board. This scenario frequently includes hiring an assistant assessor (clerk) to do routine tasks, such as processing Homestead Declarations, phone duties, public requests, etc. This scenario may appeal to taxpayers because a local board of listers remains involved in the grand list process.

4) Assessor. This option requires that the town vote to eliminate listers and usually includes having an assistant assessor (or clerk) who does day-to-day tasks, such as processing homestead filings, providing public records, answering the phone, data input, and general office work.

Disclaimer: The information provided here is intended to be an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information presented here.

Iss. 03/2020 • Pub. FS-1270

When contracting with an assessor, it is of the highest importance you understand and agree to exactly which services your contractor will be providing. We have created a task list to ensure all tasks are being addressed and you and your new hire will have a clear scope of work assigned to the appropriate position. The "Self-Assessment Checklist of Lister Office Duties" is available at tax.vermont.gov/sites/tax/files/documents/FS-1271.pdf.

Pros and Cons of Each Option

<p>Board of Listers Only</p> <p>Pros</p> <ul style="list-style-type: none"> • Local knowledge • Statutorily independent elected board • Dedicated state support • Listers can seek professional assistance as needed <p>Cons</p> <ul style="list-style-type: none"> • Learning curve of the position • Often perceived as part-time with casual commitment • Can be difficult to retain a full board 	<p>Active Lister Board with Contracted Assessor</p> <p>Pros</p> <ul style="list-style-type: none"> • Local knowledge with professional consultation • Statutorily independent elected board • Listers participate in professional development • Assessing and grand list consistency <p>Cons</p> <ul style="list-style-type: none"> • Assessor often has limited availability • Assessor's business model may conflict with town expectations
<p>Assessor/Essential Responsibilities Listers</p> <p>Pros</p> <ul style="list-style-type: none"> • Local knowledge coupled with profession valuation • Stability – assessor not subject to election cycles • Statutorily independent elected board • Assessor reports to listers • Listers typically remain responsible for grand list, grievance and exemption determinations <p>Cons</p> <ul style="list-style-type: none"> • Assessor's business model may conflict with town expectations • Assessor often has limited availability 	<p>Assessor*</p> <p>Pros</p> <ul style="list-style-type: none"> • Professional/experienced • Brings knowledge of state requirements and laws • Stability – assessor not subject to election cycles • Assessor clerk often hired for administrative work <p>Cons</p> <ul style="list-style-type: none"> • May have limited availability • May lack local knowledge • May be perceived as an outsider • As an employee, does not have the autonomy of an elected official <p><i>*Town-wide vote required</i></p>

RELEVANT STATUTES

Appraisals (hiring assistance)	32 V.S.A. § 4041	Elimination of elected office	17 V.S.A. § 2651c
Appointment	17 V.S.A. § 2651c	Grievance hearing, public notice of	32 V.S.A. §§ 4115, 4116
Compensation	24 V.S.A. §§ 932, 933	Grievances	32 V.S.A. § 4221
Duties	32 V.S.A. § 3431 et seq	Incompatible offices	17 V.S.A. § 2647
Election	17 V.S.A. §§ 2646 (5), 2649	Penalties for failure to perform duties	32 V.S.A. §§ 3464, 4182
Election of more than 3 listers	17 V.S.A. § 2650	Vacancies, filling	24 V.S.A. § 961 st seq

Town of Thetford 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, as approved by the Town Manager. Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting work demands. If, during those hours, they are obliged to perform occasional, necessary, in-home care duties (for instance, childcare or elder care) the time spent on those duties shall be recorded and not included in the timesheet of hours spent in telecommuting work. Telecommuting employees may take care of personal business during lunch periods, as they would at the regular worksite. 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

Commented [Town Mana1]: Do we delete DH and have just TM?

Commented [Town Mana2]: Removed DH per BG and LS

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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 or Department Heads 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.

Commented [5]: Added, Jill Muhr, VLCT

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.~~

Commented [6]: Deleted, Jill Muhr, VLCT

Commented [Town Mana7]: If the town mandates TC and does not provide a computer/printer then it could be argued the employee is due some amount of reimbursement.

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.~~ Not every job, or every employee, is well-suited for telecommuting.

Commented [8]: Reworded, Jill Muhr, VLCT

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.

The work has

Commented [9]: Added, Jill Muhr, VLCT

1. 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 or Department Head if possible. Employees must obtain prior authorization to change a regularly scheduled telecommute day.

Commented [10]: Added; Jill Muhr, VLCT

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, or according to the terms of the telecommuting agreement

Commented [11]: Added; Jill Muhr, VLCT

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 at least once

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

Commented [12]: Changed, Jill Muhr, VLCT

Commented [Town Mana13]: The link is for the Federal OPM training. Was thinking we might be able to use this training.

Commented [Town Mana14]: Will try to utilize this online training module
And revised language from first draft

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 or Department Head may request photographs of the employee's designated work area to determine compliance with health and safety rules.

Commented [15]: Added, Jill Muhr, VLCT

Commented [Town Mana16]: Removed department head

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

Commented [17]: Changed; Jill Muhr, VLCT

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

Commented [18]: Wording change: Jill Muhr, VLCT

All electronic files will be stored by the following methods:

Commented [19]: Jill Muhr recommends a separate list of Technical Guidelines

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.

Commented [Town Mana20]: Added this to address the storage of electronic files.

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

Commented [21]: Deleted; Jill Muhr, VLCT

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.

Commented [Town Mana22]: To address the recent issue we had.

Commented [23]: Deleted; Jill Muhr, VLCT

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 eLearning module. | Complete the Federal OPM training series on Telecommuting

Commented [24]: Wording change; Jill Muhr, VLCT

Commented [Town Mana25]: Add this if we use OPM's training series

3. Read and agree to the Telecommuting Policy

4. Read and agree to comply with the Telecommuting Technical Guidelines. |

Commented [26]: Added; Jill Muhr, VLCT

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**

Commented [27]: Delete, Jill Muhr, VLCT

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:

- [she / he] 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;
- [she / he] has been given an opportunity to ask questions about said policy and has been provided with satisfactory information in response to those questions;
- [she / he] 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;
- [she / he] 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.

Commented [28]: Jill Muhr, VLCT

[she / he] acknowledges that the town is entitled to access any personal devices used for work while telecommuting to ensure that work files are not being stored on internal hard drives and that there are no breaches of confidentiality.

[she / he] acknowledges that the town reserves the right to ensure that hard copies of confidential or personal information are kept in a locked location accessible only to the employee.

Commented [29]: Added, Jill Muhr, VLCT

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

Elected Officials:

In addition to the above, _____ agrees that their statutory assistant, _____ who holds the position of _____, will be subject to the Telecommuting Policy.

Commented [30]: Added, Jill Muhr, VLCT

Entered into this ____ day of _____, 20__.

BY: Employee or Elected Official:

Selectboard:

[name and title]

Commented [31]: Changed; Jill Muhr, VLCT

Commented [32]: Reply to Unknown Author (09/05/2021, 09:07): " "



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Special Selectboard Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, September 13, 2021 7:00pm

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

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

Selectboard members absent: Nick Clark

Others present: Town Manager Bryan Gazda (Zoom), Town Clerk/Treasurer Tracy Borst, Chief Michael Evans (Zoom), Geoff Martin and Mike Davey (Zoom), Thetford Housing Committee Members Sarah Martell, Cathee Clement, Pippa Drew (all via Zoom), Selectboard Assistant Martie Betts

Zoom attendance: 19

1) Agenda Review

No agenda changes.

2) Town Manager Report – Bryan Gazda

a) Route 132 Update

Bryan said that the project has reached it's 3-month milestone. There has been communication from some residents that the updates are too technical. Bryan said that the reclamation has been done, as well as most of culverts. They are currently working on the headwalls. The next step will be the underdrain along the side of the road. The project is a week or so behind because of difficulties with procurement. The goal is to have at least an asphalt coat for winter

b) TextMyGov Presentation

Bryan said he and the Department Heads had a presentation with a representative from TextMyGov. The company offers a bi-directional texting service. Bryan said he would meet with the Department Heads to see if it's a platform we should use.

c) Treasure Island Grant Proposal

Bryan said the grant letter of interest for a master plan for Treasure Island was submitted. The letter was for \$200,000. He has not heard anything yet.

d) ARPA Funding Update

Bryan said we have received \$378,000.00 and he will be looking at more data in terms of what we can use it for. Bryan would like to hold some public hearings to get input from residents. We should receive the same amount of money next year. We have until 2024 to allocate it, and until 2026 to use it.

e) Bulk Waste Day – September 25

Reminder of the bulk waste day on September 25th. The flow of traffic will be as previous events; enter through the Community Building driveway and exit from the Town Garage.

~~f) Other~~

Li Shen asked what would be different about TextMyGov, as currently the residents can email town officials. Bryan said this program would allow us to track data. Residents could text us with



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1 a road or other concern, a project would be created, and we could track the status. The town
2 departments can send out messages as well. Li has had residents tell her that their emails don't
3 even get answered, so why would text messages be better. Li asked about the cost. Bryan said the
4 cost for the first year is \$3000, and after that the cost is \$2200 a year. It is eligible for ARPA
5 funding. Li said that an advantage over email then, is that the town can send text messages to say
6 a road is suddenly closed. Bryan said that is one of the things residents can opt into. Li
7 commented that we already have a listserv that a lot of residents use and asked why the town
8 needs this service. Bryan said this is an item that was put forth on his list of priorities. Sharon
9 said she didn't remember saying anything about adding text communications in the priorities, so
10 she is confused as to where they came from. Bryan replied that these are the programs that are
11 out there. They are not going to find a program that uses just email. Sharon said if this is for
12 emergency communications, she is very concerned about the people in town that don't have the
13 ability to get messages by text or cell phone and there needs to be a way to get the information to
14 them. Bryan said that's where our website comes in. Steve Tofel thought it sounded like a good
15 idea because if people are not on their email, they are not going to see it. Even a post on the
16 listserv requires checking email. He recognizes there are a lot of people that won't have the
17 ability to receive texts. Mary Bryant said in her experience, the way to reach younger people
18 who live in Thetford with timely information is through texting. Some people will go to texting
19 first rather than looking at their email. This would be another method of sending messages, and
20 Mary thinks it's something to consider. Mary asked if there was something we could do with the
21 regular phone systems for those who don't have a cell phone.
22 Bryan thought we could do that through the Emergency Management System. He would have to
23 check to see who has the capability to use it. To be honest, he doesn't think the system is being
24 used now. Bryan said texting is a primary means of communication for most people today and
25 it's instantaneous. Steve asked if Bryan envisioned this system being used in both directions.
26 Bryan said yes, but he needs to have more discussion with the Department Heads about the
27 management of the system.
28 Sharon said she had a few other items to ask about. Has Bryan had a chance to speak with Jim
29 Masland about his fire pond. Bryan said he had looked for the lease agreements. The Selectboard
30 Assistant did find information in the minutes, but Bryan is going to reach out to Jim to see if he
31 has a copy of the agreement between the property owner and the town.
32 Sharon asked Bryan if he had been able to review the zoning regulations about the dangerous
33 building in Post Mills. Bryan said he plans to do that with the previous Zoning Administrator
34 tomorrow.
35 Sharon asked Bryan if he was able to get a list of the agricultural parcels in town. Bryan did not
36 have the information yet but planned to touch base with the Listers this week.
37 Sharon asked if Bryan approved the final sign design for Treasure Island. Bryan said he gave his
38 opinion on the final design last Wednesday and received an email today concerning the cost.

39
40 **3) Public Comment**
41 Dale Gephart said he was speaking on behalf of The Elder Network. They met two weeks ago
42 and continue to talk about the concern of COVID-19, particularly among the elderly. The
43 committee would like the Selectboard to ask that every employee of the town be vaccinated.
44 Steve Tofel said it could be a topic on a future agenda.



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2 **4) Green Procurement & Energy Audit with Geoff Martin**

3 Geoff Martin, Intermunicipal Regional Energy Coordinator, said they would start Mike Davey
4 speaking about the energy audit. Mike Davey (*Energy Efficient Investments Inc., and ENE*
5 *Systems*) said they did a walkthrough of Town Hall, but a full audit had not been done. There
6 was a presentation about project success stories, showing the type of projects and subsequent
7 financial savings. There was a list of potential improvements for Town Hall: HVAC, controllers,
8 window replacement, door weather stripping, and basement lighting, totaling \$130,125.00. The
9 annual savings would be \$3,525.00. Mike Davey said the town should be taking a broad look at
10 what needs to happen to get the Town Office building off all fossil fuels?

11 There was discussion between the cost and the need consider the environmental impact of the
12 building, Mike Davey said the way the construction pricing is going, they are seeing increases in
13 material costs every 3 to 6 months.

14 Li Shen said the state is calling for steep reduction in carbon emissions and she is strongly in
15 favor of doing the work.

16 Police Chief Evans asked why there wasn't a solar component to the proposed improvements.

17 Mike Davey said solar could be part of the plan. He noted that some of the towns have been
18 looking at off-site solar. Geoff Martin mentioned that Thetford Elementary School is considering
19 expanding their solar array. The town might have the option to get credits from that array.

20 Tracy Borst asked about the timeline, especially for the HVAC. She mentioned that there has
21 been a balancing with the system from one side to the other side if the building and from one
22 office to another. Tracy also asked about the remote monitoring. Mike Davey said the project
23 would be completed by March if they started on it soon. The remote monitoring would give
24 people better control over the temperature.

25

26 Green Procurement:

27 Geoff Martin gave a short overview of the Green Procurement Policy. It's a general policy
28 around procurement, with a focus on energy efficient products. A team would be established to
29 evaluate major purchasing requests. There are reporting requirements which would be included
30 in the Town report. Geoff said this is a high-level look to help with purchasing that would aim
31 for a 45% reduction in emissions by 2030. Any time a budget request for an item was made, it
32 would go through the review procedure. The team would review the request for compliance to
33 the policy before it is presented to the Selectboard for their consideration. Geoff said there is no
34 requirement to purchase what the team recommends, except for hot water systems, dryers and
35 cooking systems, which will require no fossil fuels.

36 The Selectboard will take more time to consider before taking a vote.

37

38 **5) Setting the Thetford Housing Committee Charge**

39 Sharon Harkay read the charge submitted by the members of the Thetford Housing Committee;
40 "The Thetford Housing Committee plans to focus on promoting housing that supports current
41 residents and people who wish to join our community."

42 Sharon then read a version she had created, as she felt that their charge was overly vague and not
43 directive enough; "The Thetford Housing Committee plans to focus on promoting housing for



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1 people of diverse socioeconomic levels and ages for both current residents as well as those who
2 wish to join the Thetford Community.”

3 Sharon said she is just trying to promote the idea that Thetford doesn't want to become
4 monochromatic. We want to maintain diversity and support people on fixed incomes so they can
5 afford to be here.

6 Steve Tofel asked members of the committee if they left their statement a little vague to give
7 them latitude. Sarah Martel, committee chair, said there is always a risk when you aren't broad
8 that you will be leaving someone out. By being broad with the charge, it doesn't limit what we
9 are doing. Our work will promote the direction of the committee. All of the committee members
10 are interested in keeping our community as brilliant and diverse as possible.

11 Cathee Clement said she understood why Sharon emphasized the words that she chose, but they
12 are not any more specific than the words in the committee charge. In a way, they are just as
13 vague. Going back to Sarah's point, once you start listing, you can forget to put someone on the
14 list. Sharon said she felt her version has a focus on diversity, and Cathee replied that's because
15 we know what she means. The committee focus might change depending on what we are
16 working on. There could be grants or survey results that direct the work. The concerns are to not
17 have it be directive.

18 Sharon asked the Selectboard members for their thoughts. Steve Tofel asked if this charge was
19 by consensus of the entire committee. The committee confirmed. Li Shen didn't have any
20 problem with the original wording and felt that the language was inclusive. Mary Bryant said she
21 could go either way, saying she did like the addition of Sharon's words. Steve said he was happy
22 with the committee version, although he could see Sharon's point with her version. He thinks
23 less is more to give the committee the ability to do what it needs to do. It allows them to pivot.
24 Either one works but if the committee came up with this, he would be inclined to go with what
25 they suggest.

26 **Motion** by Mary Bryant to adopt the Thetford Housing Committee charge as such, “The
27 Thetford Housing Committee plans to focus on promoting housing that supports current residents
28 and people who wish to join our community.” **VOTE by Roll Call:** Mary Bryant – in favor,
29 Steve Tofel – in favor, Li Shen – in favor, Sharon Harkay – opposed
30

31 **6) Discussion with Listers; Janet Stowell, Diane Osgood, Sean Boyce**

32 Sharon said the reason for the discussion with the Listers is because the town will be losing two
33 of the three listers, one at the end of October, and one with the next election in March. The
34 Selectboard needs to consider whether they want to stay with the status quo – four people in the
35 Lister's office or move to using a consulting firm.

36 Li Shen asked if the Lister's knew instances of other towns that have used a consulting firm in
37 place of Listers, and was it a bad or good experience? Listers Janet Stowell, Diane Osgood and
38 Sean Boyce were at the meeting. Diane Osgood will be retiring at the end of October, and Janet
39 Stowell will not run when her term is up in 2022.

40 There was discussion about continuing with the current Lister's office structure or moving to an
41 assessor. There was discussion about the hiring challenges for a part-time position. There was
42 discussion about combining various positions into one full-time position. There was discussion
43 about the connection between the Lister department and the Zoning department.



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1 Bryan Gazda said if the Selectboard wanted to pursue a non-elected format for assessing, they
2 should put out a request for proposal before budget season. That would help them know what is
3 out there and what it would cost.

4 The Selectboard asked Bryan to continue to investigate the matter and report back.

5

6 **7) Intermunicipal Police Agreement between Thetford and West Fairlee**

7 The Selectboard discussed the Intermunicipal Police Agreement between Thetford and West
8 Fairlee with Police Chief Evans.

9 **Motion** by Sharon Harkay to approve the Intermunicipal Police Agreement Between Thetford
10 and the Town of West Fairlee with an expiration of December 31st, 2021. **VOTE by Roll Call;**
11 Mary Bryant – in favor, Steve Tofel – in favor, Li Shen – in favor, Sharon Harkay – in favor

12

13 **8) Setting the HS122 Late Filing Penalty at 8% (32 V.S.A. Section 5410(g))**

14 **Motion** by Sharon Harkay that we vote to charge the 8% penalty for the Late Filing of
15 Homestead Declaration this year.

16 There was discussion about who might ask for a waiver of the penalty, and some examples of
17 past requests.

18 **VOTE by Roll Call:** Mary Bryant – in favor, Steve Tofel – opposed, Li Shen – in favor, Sharon
19 Harkay – in favor

20

21 **9) Re-Approval of the Flood Hazard Area Zoning Bylaw**

22 Sharon Harkay repeated the motion made on August 23rd by Li Shen: **Motion** to accept the new
23 Flood Hazard Area Zoning Bylaw as already approved by the Planning Commission on June
24 15th, 2021. **VOTE by Roll Call;** Mary Bryant – in favor, Steve Tofel – in favor, Li Shen – in
25 favor, Sharon Harkay – in favor

26

27 **10) Liquor Commission: Request to Cater Alcohol, 802 cocktails**

28 Sharon Harkay moved to adjourn the Selectboard meeting at 9:24 pm to convene a meeting of
29 the Liquor Commission. Motion passed. **Motion** by Mary Bryant to approve the Request to Cater
30 from 802 Cocktails on Quinibeck Road. **Motion passed (4-0-0)**

31 The Liquor Commission adjourned and the Selectboard meeting reconvened.

32

33 **11) Warrants and Minutes**

34 CT-2021-001 \$48.50

35 #23.3 \$311,278.58

36 #21.3 \$1,647.31

37 #22.3 \$206,697.04

38 #31.1 \$25,935.81

39 #17.4 \$22,767.31

40 #18.4 \$23,995.15

41 #18.2 \$5,717.70

42 **Motion** by Li Shen to approve the warrants as presented. **Motion passed (4-0-0)**

43 **Motion** by Steve Tofel to accept the Flood Hazard Area Zoning Bylaws Hearing and regular
44 Selectboard meeting minutes of August 23rd, 2021, as edited. **Motion passed. (4-0-0)**



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- 1
- 2 Steve Tofel said he would like to discuss a possible vaccination mandate and the energy audit on
- 3 a future agenda.
- 4
- 5 **12) Adjourn**
- 6 **Motion** by Steve Tofel to adjourn the special Selectboard meeting at 9:34 pm. **Motion passed**
- 7 **(4-0-0)**