



Town of Thetford Vermont

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

Selectboard Re-Organizational Meeting *Draft* Agenda Thetford Town Offices

(w/Virtual Attendance Option)
Monday, March 7, 2022 7:00 PM

To connect to Zoom via computer: <https://us02web.zoom.us/j/88122490498>
To connect via phone only: +1 (646) 558 8656 | Meeting ID: 881 2249 0498

7:00pm – Call to Order, Town Manager

1. Election of Selectboard Chair – Town Manager presides
2. Election of a Vice Chair
3. Appointment of Authorized Signatories 24 V.S.A. §1623(a)(1)
4. Designation of the Paper of Record
5. 2022 Selectboard Rules of Procedure, including Scheduling of Regular Selectboard Meetings
6. Appointment of Selectboard Liaisons
7. Scheduling and Structuring of the Selectboard Meeting of Annual Priorities
8. Town Manager Report – Bryan Gazda
 1. DPW New Hire
 2. Donation of 400 N95 Masks
 3. Zoom Link Change
 4. Tentative Vermont EM Training
 5. Other
9. Public Comment
10. 2022 Latham Road Design and Construction Engineering Services w. Stantec
11. Revisit Town Mask Mandate
12. Warrants and Minutes
13. Adjourn

The Vermont Statutes Online

Title 24 : Municipal And County Government

Chapter 051 : Finances; Accounts And Audits

Subchapter 003 : Orders Drawn By Municipal Bodies

(Cite as: 24 V.S.A. § 1623)

§ 1623. Signing orders

(a) The selectboard may do either of the following:

(1) Authorize one or more members of the board to examine and allow claims against the town for town expenses and draw orders for such claims to the party entitled to payment.

(A) Orders shall state definitely the purpose for which each is drawn and shall serve as full authority to the treasurer to make the payments.

(B) The selectboard shall be provided with a record of orders drawn under this subdivision (1) whenever orders are signed by less than a majority of the board.

(2) Submit to the town treasurer a certified copy of those portions of the selectboard minutes, properly signed by the clerk and chair or by a majority of the board, showing to whom and for what purpose each payment is to be made by the treasurer. The certified copy of the minutes shall serve as full authority to the treasurer to make the approved payments.

(b) This section shall apply to all municipal public bodies authorized by law to draw orders on the municipal treasurer. (Added 1995, No. 110 (Adj. Sess.), § 1; amended 2017, No. 130 (Adj. Sess.), § 13.)



Town of Thetford • PO Box 126 • Thetford Center, VT 05075 • (802) 785-2922

Selectboard Regular Meeting Minutes
Thetford Town Offices
Monday, March 11, 2019 at 7:00 pm.

Stuart Rogers called the meeting to order at 7:02 PM.

Swearing in of Newly Elected Selectboard Members 7:03 PM

Town Clerk Tracy Borst, issued the Oath of Office for the State of Vermont, followed by Oath of Office for the Town of Thetford to Michael Pomeroy, Nick Clark, and Stuart Rogers.

Selectboard Members present: Nick Clark, Michael Pomeroy, Stuart Rogers, Li Shen, Douglas Stone

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

Community members present: Jessica Eaton, Sue Rogers, Tim McCosker, Laura Gagnon, Kayce Penn, Mike Kiess, Bob Walker

Annual Reorganization & Business of the Board 7:05 PM

Motion by Li Shen to appoint Stuart Rogers as Selectboard Chair and Douglas Stone as Vice-Chair. Michael Pomeroy said in the past there have been 2 Vice-Chairs. After brief discussion, Douglas Stone made a **motion** to add Li Shen as second Vice-Chair. **Seconded** by Michael Pomeroy. **VOTE unanimous (5-0-0)**.

Motion by Stuart Rogers for a standing resolution to hold all regular Selectboard meetings on Monday nights at 7:00 PM. Seconded by Li Shen. **VOTE unanimous (5-0-0)**

Motion by Stuart Rogers to approve the newspaper of record as the Journal Opinion. Seconded by Douglas Stone. **VOTE unanimous (5-0-0)**

Motion by Stuart Rogers for a standing resolution that in the absence of a regular Selectboard meeting warrants can be signed by the Selectboard Chair or a Vice-Chair, with all warrants presented to the Selectboard as whole at the next Selectboard meeting. Seconded by Li Shen. **VOTE unanimous (5-0-0)**

Marion Betts

From: Lilian Shen <lshen@thetfordvt.gov> on behalf of Lilian Shen
Sent: Wednesday, March 02, 2022 4:56 PM
To: Sharon Harkay; Bryan Gazda; Marion Betts
Subject: Roberts Rules for small boards

Roberts Rules for Small Boards

Robert's Rules of Order is the most effective tool to ensure efficient, civil, and effective meetings. However, sometimes the formality of Robert's Rules isn't necessary. For small board meetings it may not make sense to follow (the sometimes tedious) formal parliamentary procedure. Under Robert's Rules a "small" board is 12 individuals or less. Robert's Rules recognizes that small boards may want to operate in a more relaxed and informal setting. Small boards may opt to use the "Informal Procedure for Small Boards" described in Robert's Rules, 10th Ed., p. 469-71. Here are the key differences between the formal and informal procedures:

1. Board members do not have to stand or be recognized by the chair in order to speak or make motions.
2. Motions need not be seconded.
3. A board member may speak any number of times on a question, and motions to close or limit debate are generally not permitted.
4. A motion does not have to be pending in order to discuss a subject informally.
5. Votes can be taken initially by a show of hands.
6. If a proposal is perfectly clear to everyone it may be voted on even though no formal motion has been made.
7. In putting questions to a vote, the chairman need not stand.
8. The chairman can participate in debate just as any other board member.

So, for small and informal board meetings it may make sense to use the informal procedures. If a majority of the board agrees to "opt-in" to the small board procedures, reflect that in the minutes and proceed under the informal procedures.



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Town of Thetford Selectboard 2021 Rules of Procedure

A. PURPOSE

The Selectboard of the Town of Thetford is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law (I V.S.A. §§ 310-314). Meetings of the Selectboard of the Town of Thetford must be open to the public at all times, except as provided in I V.S.A. § 313.

B. APPLICATION

This policy setting forth rules of procedure shall apply to the Selectboard of the Town of Thetford, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION

1. The body shall annually elect a chair and a vice chair. The chair of the body or, in the chair's absence, the vice chair shall preside over all meetings. If both the chair and the vice chair are absent, a member selected by the body shall act as chair for that meeting.
2. The presiding member shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body *do not* require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. Motions to close or limit debate will be entertained.

7. A roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a certain time and place.
9. These rules may be amended by majority vote of the body and must be readopted annually.

D. AGENDAS

1. Each regular and special meeting of the body shall have an agenda. Those who wish to be added to the meeting agenda shall contact the chair or the Town Manager to request inclusion on the agenda. The chair shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality: Baker's General Store in Post Mills, Wings Market in East Thetford and the United States Post Office of Thetford Hill. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the official Town website. The agenda must also be made available to any person who requests an agenda prior to or during the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

E. MEETINGS

1. Regular meetings shall take place on the first and third Monday of each month, beginning on April 5, 2021, at 7pm at the Town of Thetford Town Hall, 3910 Route 133, Thetford Center, VT. If a regularly scheduled meeting falls on a recognized holiday, the meeting will be held on the following Monday.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office and at the following designated places in the municipality: Baker's General Store in Post Mills, Wings Market in East Thetford and the United States Post Office of Thetford Hill.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held

only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.

4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attends a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

F. PUBLIC PARTICIPATION

Meetings of the body are held in public but are not meetings a/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. This subsection shall not apply to quasi-judicial proceedings.*

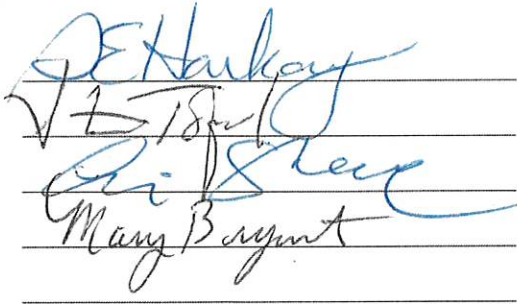
1. Members of the public may request permission to comment on an agenda item at any time by raising their hand.
2. Members of the public must be acknowledged by the presiding member before speaking.
3. Members of the public must identify themselves before commenting.
4. Comments by the public must be addressed to the body as a whole, and not to any individual member of the body or public.
5. If a member of the public has already commented on a topic, she or he may not be acknowledged again until others have first been given the opportunity to comment.
6. In the interest of maintaining the pace of the meeting, the presiding member may ask any member of the public who has already spoken to limit additional comments to new ideas or opinions.
7. In the interest of maintaining the pace of the meeting, members of the public may not comment for more than 3 (three) minutes at a time, unless granted more time by the presiding member or a majority vote of the body.
8. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body nor public shall delay or interrupt the proceedings or the pace of the

meeting, or interrupt or disturb any member while speaking.

9. Members of the body and public are prohibited from making personal, impe rtinent , threatening , or profane remarks.

10. Members of the public who repeatedly violate these rules may be denied the right to comment. Members of the public who become disorderly may be asked to lea ve the meeting, or, failing to lea ve, may be removed from the meeting by law enforcement.

ADOPTED



Signatures

3-10-2021

Date

2021 Selectboard Liaison List

Committees/Commissions	Liaison
Cemetery Commission	Sharon Harkay
Conservation Commission	Li Shen
Development Review Board	Li Shen
Energy Committee	Mary Bryant
Historic Preservation Committee	Li Shen
Planning Commission	Li Shen
Recreation Advisory Council	Sharon Harkay
Senior & Affordable Housing Committee	Mary Bryant
Thetford Elder Network	Steve Tofel
Treasure Island Exploratory Committee	Sharon Harkay
Tri-Town Commission	Li Shen
Community Organizations	
Food Shelf	Mary Bryant
Upper Valley Fish and Game Club	Sharon Harkay
Thetford Hill Trails Committee	Sharon Harkay
Thetford Community Center Association	Steve Tofel
Thetford Library Federation	Steve Tofel
Thetford Volunteer Fire Department	Sharon Harkay
Other Elected Officials	
Listers	Mary Bryant
School Board	Bryan Gazda
Town Clerk/Treasurer	Sharon Harkay
Trustees of the Public Trust	Steve Tofel

THETFORD ELECTED OFFICIALS

[term expires in “()”]

Cemetery Commissioners: 3-year term		
Sam Eaton ('24)	333-9232	sam56short@gmail.com
Ruth MacKinnon ('25)		
Richard Landry ('23)	802-356-9664	rich.landry.414@gmail.com
Justices of the Peace: 2-year term		
Richard Balagur	785-4514	richard@balagur.com
Martie Betts	299-5293	martieb2018@gmail.com
Wendy Cole	785-2698	wendycole723@gmail.com
Jessica Eaton	333-9491	krash537@hotmail.com
Lisa Johnson		
David Goodrich	785-2170	davidgoodrich73@yahoo.com
Greg Kasten	785-2970	greg@doctorkasten.com
Bill Keegan	333-9372	bill.b.keegan@gmail.com
Orin Pacht		orinpacht@gmail.com
Kate VanArman	802-785-2881	kate.vanarman@icloud.com
Listers: 3-year term		
Sean Boyce ('24)	785-2922	sboyce@thetfordvt.gov
Sue Howard ('23)	785-2922	showard@thetfordvt.gov
Representatives for Orange-Windsor		
Tim Briglin	785-2414	tbriglin@leg.state.vt.us
James Masland	785-4146	jmasland@leg.state.vt.us
School Directors: 2- & 3-year terms		
Julie Acker ('23)	785-2449	julie.acker@oesu.org
Greta Marchesi ('25)		
Nick Cook ('24)		
Donna Pluta ('24)		donna.pluta@oesu.org
Megan Snider ('24)		megan.snider@oesu.org
School Moderator: 1-year term		
Deecie Denison		deecie49@gmail.com
Selectboard: 2- & 3-year terms		
		selectboard@thetfordvt.gov
Mary Bryant ('25)	785-4512	mbryant@thetfordvt.gov
David Goodrich ('24)		
Sharon Harkay ('23)	785-4924	sharkay@thetfordvt.gov
Li Shen, Vice-Chair ('24)	785-4950	lshen@thetfordvt.gov
Steve Tofel ('23)	649-2934	stofel@thetfordvt.gov
Martie Betts – Selectboard Assistant	785-2922 x120	sba@thetfordvt.gov
Senator-Orange County		
Mark MacDonald	433-5867	mmaacdonald@leg.state.vt.us

Sheriff of Orange County		
Bill Bohnyak	685-4875	wbohnyak@orangecountyvt.gov
Town Clerk: 3-year term		
Tracy Borst ('23)	785-2922	townclerk@thetfordvt.gov
Town Moderator: 1-year term		
Deecie Denison		deecie49@gmail.com
Town Treasurer: 3-year term		
Tracy Borst ('25)	785-2922	treasurer@thetfordvt.gov
Trustees of Trust Funds: 3-year term		
Priscilla Hall ('23)	333-4077	
J. Rick Hoffman ('25)	785-2438	
Joe Tofel ('24)	649-1434	

APPOINTED OFFICERS

Animal Control Officer: 1-year term		
Susan Arnold ('22)	785-4248	aco@thetfordvt.gov
Assistant Town Clerk		
Martie Betts	785-2922	mbetts@thetfordvt.gov
Assistant Treasurer		
Kristie Wadsworth	785-2922	kwadsworth@thetfordvt.gov
Conservation Commission, 9: 4-year term		
Steve Lehman ('22)	299-1914	slehman616@gmail.com
Jim McCracken, Chair ('22)	785-2925	jcmcc211@gmail.com
Sue Tallman ('25)	785-4579	sue.tallman@gmail.com
Alicia Houk ('26)	802-727-0003	aliciahouk@gmail.com
Sara Cavin ('25)		sara.cavin@gmail.com
Katherine Milligan, Vice-Chair ('23)	785-4106	Katherine.J.Milligan@dartmouth.edu
Jeff Smith ('22)	785-2615	bhollowforestry@gmail.com
Connie Snyder ('22)	785-2729	c.crovosnyder@gmail.com
Krysta Karlson, Secretary ('24)	860-221-9598	kkarlson@gmail.com
Development Review Board, 5: 3-year term		
Jesse Anderson ('23)	917-407-5116	vermontian@gmail.com
Bill Bridge ('23)	785-2964	unharried@gmail.com
Angela McCanna ('24)	333-3030	angiemccanna@gmail.com
Orin Pacht ('22)		orinpacht@gmail.com
Tim Taylor, Chair ('25)	333-4455	tim.taylor@crossroadfarm.com
DPW Foreman		
Dale Lewis	785-4679	dlewis@thetfordvt.gov
ECFiber Representative: 2-year term		
Jim Masland ('23)		
Tom Monego ('23)		
Emergency Management Director: 1-year term		
Mariah Whitcomb ('22)	802-291-1445	emd@thetfordvt.gov
Thetford Joint Energy Committee, 9: 3-year term		
Chris Hebb - School Board Appointee	333-9689	chris.hebb@gmx.com
Nolan Riegler, Chair – School Board Appointee ('24)	802-333-0075	nolan.riegler@gmail.com
Stephanie Daniels – Thetford Academy Liaison	802-785-4469	slgdaniels@gmail.com
Erica Ko ('24)	917-407-5116	ericako@gmail.com
Chuck Cole ('23)		Chuck.cole@dartmouth.edu
Alice Stewart ('23)	785-3087	afs@myfairpoint.net
Tom Ward ('24)		tom.ward3@gmail.com
Vacant (2)		

Fire Warden: 1-year term		
Chad Whitcomb ('23)	333-4123	chad@whitcombwelding.com
Greater UV Solid Waste District Representative: 2-year term		
Jim Masland ('23)		
(Vacant – 1 alternate)		
Health Officer: 1-year term		
Mariah Whitcomb ('22)	291-1445	emd@thetfordvt.gov
Historian: 3-year term		
Marshall Van Norden ('24)	333-4574	
Historic Preservation Committee, 3-year term		
Stephen Branchflower, Chair ('23)	785-2667	stephen@smithandvansant.com
Doug Miller, Secretary ('22)	802-299-6458	firstlightrenovations@gmail.com
Catherine Saunders ('24)		catherine.saunders@gmail.com
Planning Commission, 7: 3-year term		
Liz Ryan Cole ('23)	785-4124	lizryancole@me.com
Jamie Thaxton, Vice Chair ('21)	785-4222	james.thaxton.01@gmail.com
Dean Whitlock ('22)	785-2012	boatman@deanwhitlock.com
David Forbes, Chair ('22)	333-4329	vtervuren@gmail.com
Did Pershouse ('24)	603-252-1930	Didi.pershouse@gmail.com
Michael Snow ('24)		msnow@fastmail.com
Vacant (1)		
Police Department		
Stuart Rogers, Patrol Officer	785-2200	stuart.rogers@vermont.gov
Michael Scruggs, Interim Police Chief	785-2200	michael.scruggs@vermont.gov
Judith Powell, Administrative Assistant		judith.powell@vermont.gov
Recreation Advisory Council, 9: 3-year term		
Charlotte Rutledge ('23)		Charlotte284@gmail.com
Nathan Hill ('24)		Natehill187@gmail.com
Andy McGovern ('23)		akmcgovern@gmail.com
Joseph Deffner ('23)		jjdeffner@gmail.com
Stefanie Gulick ('24)		stefanie_dyke@yahoo.com
Stacy Barton, Chair ('22)		stacyabarton@thet.net
Megan Dubuque ('23)		megandubuque@hotmail.com
Brent Mellen ('24)		b_mellen@hotmail.com
Vacant (1)		
Recreation Coordinator		
Amy Fahey	785-2922	afahey@thetfordvt.gov
Thetford Housing Committee, 5: 3-year term (Formerly Senior & Affordable Housing Committee)		
Sarah Martel ('23)	785-2018	martel71@gmail.com
Pippa Drew ('23)	333-4308	pippa@pippadrew.com
Cathee Clement ('24)	802-359-3436	catherinedaumclement@gmail.com

Vacant (2)		
Thetford Elder Network, 10:		
Jody Biddle, Chair ('24)	785-4508	
Pat Pisano ('25)		
Sue Gault, Secretary ('24)	785-2805	
Dale Gephart, Vice-Chair ('25)	333-9748	
Priscilla (Pril) Hall ('23)	222-7885	
Cathy Newbury ('24)	785-3136	
Sue Rump ('23)	785-4029	
Inge Trebitz ('23)	785-2129	
Vacancies (2)		
Town Service Officer: 1-year term		
Jessica Eaton ('22)	333-9491	krash537@hotmail.com
Treasure Island Exploratory Committee, 7: 1-year term		
David Roth, Chair ('22)		
Megan Dubuque ('22)		
Jim Zien ('22)		
Dale Gephart ('22)		
Ann Jane Kemon ('22)		
Lucas Stepno ('22)		
Doug Tift ('22)		
Tree Warden: 1-year term		
Bill Murphy ('22)	603-252-6315	arborkiller@icloud.com
Tri Town Commission: 3-year term		
Jessica Eaton ('23)	333-9491	krash537@hotmail.com
Melissa Krzal ('23)		merillin34@yahoo.com
Li Shen ('23)		lshen@thetfordvt.gov
Two Rivers-Ottauquechee RPC: 1-year term		
Jesse Anderson ('22)	917-407-5116	vermontian@gmail.com
Upper Valley Ambulance: 1-year term		
David Goodrich ('22)	785-2170	davidgoodrich73@yahoo.com
Zoning Administrator: 3-year term		
Angela Jones ('22)	785-2922	zoning@thetfordvt.gov
Notaries Public		
Martie Betts	299-5293	
Wendy Cole	785-2698	
Kate Cone	785-2964	
Lynn J. Daley	785-4336	
Emily S. Davis	649-2729	
Dana C. Grossman	785-4074	
Daniel F. Grossman	785-4074	
Mary M. Hathorn	333-9176	
Lynn Irwin	785-4581	

Rick Maynard	333-9130	
Susie Weider	785-4014	



Stantec Consulting Services Inc.
5 Dartmouth Drive Suite 200, Auburn NH 03032-3984

February 22, 2022
File: 195113395

Attention: Bryan Gazda, Town Manager
Town of Thetford, VT
3910 VT Rte. 113
Thetford Center, VT 05075

Dear Mr. Gazda,

Reference: 2022 Latham Road Design and Construction Engineering Services

As requested, Stantec has developed a scope and fee for grant funding assistance, design, bidding and performing engineering services during construction for the Latham Road project. As you know, the Latham Road rehabilitation is broken into two (2) phases, similar to how bids were solicited for VT Rte. 132 in 2021 for the Town, which include the following limits of scope of road rehabilitation and infrastructure improvements:

- Latham Road Phase 1:
 - VT Rte. 5 to Schoolhouse Hill Road.
 - Approximately 6,300 linear feet installation of 1-1/2" Bituminous Concrete Pavement Overlay.
 - Furnish and install line striping and gravel shoulders.
 - Other ancillary construction cost.
- Latham Road Phase 2:
 - VT Rte. 113 to Schoolhouse Hill Road.
 - Approximately 6,300 linear feet of reclaim, installation of additional gravel, fine grading and installation of 2-1/2" Bituminous Concrete Base Course Pavement.
 - Removal and replacement of approximately 600 linear feet of guardrail and associated terminal end units not in compliance with current AASHTO or MASH standards.
 - Removal and replacement of existing culverts (between 12-inch and 36-inch) in poor or fair condition with culverts, flared end section or headwalls in compliance with the Town's Bridge and Highway Manual.
 - Line striping and gravel shoulders.
 - Other ancillary construction costs.

Reference: 2022 Latham Road Design and Construction Engineering Services

As previously discussed, the total associated costs for these proposed improvements are estimated at \$798,886. It is our understanding that the Town would like plans and specifications to be ready for bidding on or before March 28, 2022, with a coinciding anticipated start of construction of May 2, 2022. Based on this information we have developed the following scope and associated fee for the project:

Task 214.100: Design:

- Assist the Town with submitting VTRANS Grant funding application.
- Develop a preliminary cost estimate for construction funding and budgeting.
- Create technical specifications (contract documents) for bidding and construction.
- Create a plan set for bidding and construction, based on available aerial data (no survey will be obtained for the development of design plans).
- Stantec will perform an inspection on site of the existing conditions of the roadway, culverts, culvert inverts, guardrail, identify locations for ditch widening, slope repairs, underdrain and signage and use the information obtained from the site inspection to develop a set of plans for inspection. It is anticipated that it will take three (3) days of field inspections prior to the development of plans and specifications to gather this information and provide these details and specifics on the plans.
- The plan set shall specify the limits of construction, the limits of the proposed improvements and provide details and specify requirements including traffic control and general construction notes in conformance with VTRANS standards for the development of bids and to provide direction during construction.
- The proposed improvements shall be limited to the removal and replacement of existing substandard infrastructure (as determined necessary) including but not limited to guardrail, culverts, and signage, and shall be limited to the footprint of the roadway and side slopes.
- All size increases for culvert replacements (if required) will be within the limits of what can be performed without project environmental reviews and project permitting.
- It is assumed, that no environmental permitting will be required for the project based on the previous.
- As a courtesy, a draft version of the plans and specifications will be submitted to Chris Bump at VTRANS and Pat Ross of ANR, to confirm that the improvements as proposed are in conformance with requirements and to ensure that the proposed improvements don't trigger permitting requirements. At the same time, plans will be submitted to the Town Manager and DPW Director for review in order address any questions or concerns prior to going to bid.
- Update the cost estimate for the proposed scope of work in the contract documents prior to construction.

Reference: 2022 Latham Road Design and Construction Engineering Services

Task 214.200: Bidding:

Once the Town and VTRANS have confirmed that the proposed scope specified on the plans and in the specifications is acceptable, Stantec will administer the bidding of the project for construction, to include the following scope:

- Print two (2) sets of plans and two (2) sets of specifications to be available at the Town and Stantec offices for public viewing by perspective bidders.
- Advertise the project for bidding in conformance with State of Vermont laws and regulations for bidding.
- Set up an FTP site for the distribution of electronic contract documents for the bidding of the project. It is assumed that the distribution of electronic copies to perspective bidders (no paper copies) is acceptable.
- Distribute to perspective bidders who request the contract documents for bidding and invite bidders from previous projects that have been bid in Town or the adjacent areas.
- Invite three (3) MBE or WBE firms in compliance with State funding requirements to bid on the project and formally document these invitations for the Town's records and potential audit.
- Maintain a list of perspective bidders who have requested contract documents for bidding in order to issue potential Addenda distribution.
- Answer questions from perspective bidders during the bidding process.
- Create and distribute Addenda during the bidding process. Assumes up to three (3) addenda will be required during bidding process.
- Attend in person and administer a bid opening meeting at the Town Office.
- Review the received bids for accuracy and completeness.
- Create a tabulated certified bid tab for the bids received.
- Perform a review of the performance of the apparent low bidder based on the references provided for similar work to the scope of the work in the project.
- Create a recommendation to award memo for the Town to base their award to, based on lowest responsible bidder and/or the best perceived value for the Town.
- Assist the Town with the review of certificates of insurance, performance and payment bonds, as well as assisting the Town with the Contractor and Towns execution of the Notice of Award, Notice to Proceed and Agreement for the project.
- Create conformed/executed specifications and plans for construction based on the Addenda distributed during bidding and the executed contract documents.

Reference: 2022 Latham Road Design and Construction Engineering Services

Task 214.300: Engineer Services During Construction:

- Attend in person and administer a project pre-construction meeting at the Town Offices with the Town Manager, DPW Director, Police Department, and Stantec.
- Attend in person during construction four (4) progress meetings to discuss the project.
- Receive, log, track and provide formal responses to technical submittals for the project, assumes twenty (20) will be required. Receive, log, track and provide formal responses to requests for information (RFI) or work change directives (WCD) for the project, assumes five (5) will be required.
- Perform part time construction inspection, with full time inspection provided for paving operations. Assumes ten (10) weeks of active construction requiring monitoring at an average of twenty-four (24) hours per week.
- Quantity tracking, payment requisition review and recommendation for payment. Assumes four (4) payment requisitions will be required for the project.
- Closeout procedures including formal punchlist, issuance of substantial completion, issuance of final completion, obtaining release of liens for the closure of the project.

Based on this described scope of services we estimate the time and materials fee for these services to be **\$59,973**. We have included, with this letter an Authorization for Additional Services (AAS) for your review and signature for this scope of work which shall be an amendment for additional engineering services to the Master Services Agreement dated October 27, 2020, between the Town of Thetford and Stantec. The actual cost of construction inspection may vary based on the actual duration of construction.

Should you have any questions or need any additional information please feel free to contact us.

Regards,

Stantec Consulting Services Inc.

Ruoff, Bryan Digitally signed by Ruoff, Bryan
Date: 2022.02.23 09:26:12 -05'00'

Bryan Ruoff PE
Associate
Cell: 603 854 9501
bryan.ruoff@stantec.com

Rene LaBranche Digitally signed by Rene LaBranche
Date: 2022.02.23 19:43:19 -05'00'

Rene LaBranche
Vice President
Cell: 603 206 7532
Rene.labranche@stantec.com

Attachment: AAS Task 214
c. N/A
rb document2



**MASTER SERVICES AGREEMENT
TASK ORDER**

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

TOWN OF THETFORD, VERMONT

(Hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(Hereinafter called "STANTEC")

EFFECTIVE: 2/22/2022

This TASK ORDER is issued as **TASK#214** under the **MASTER SERVICES AGREEMENT**, dated OCTOBER 27, 2020, between STANTEC CONSULTING SERVICES INC. ("STANTEC") and the Town of Thetford, VT ("CLIENT") for Services to be provided by STANTEC on the 2022 Latham Road Design and Engineering Services During Construction Project ("Project"), as more fully described below. This Task Order is incorporated into and part of the Master Services Agreement.

The CLIENT's representative shall be:

SERVICES: STANTEC shall perform the following SERVICES:

Task Order#214 – Perform engineering services to assist the Town in VTRANS Grant Application, Design, Bidding and Engineering Services During Construction including Construction Inspection and Construction Administration for the 2022 Roadway Rehabilitation of Latham Road, Thetford. Thetford Town Highway#5.

(Hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: 1/1/2022

Estimated Completion Date:
11/31/2022

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:

The project task shall be billed on a monthly basis based on the actual time and materials and shall be at the not to exceed cost of **\$59,973**

The Client requested that we begin work and if additional funds are necessary, they will be authorized under a separate Authorization for Additional Services.

Project specific charges, such as subconsultants; travel, accommodations, and meals; project-specific printing of deliverables; consumables; usage charges for specialized field equipment and company-owned, leased or rented project vehicles; external testing lab charges and other external services charges; specialized computer software costs; and other significant project-specific expenses will be invoiced in addition to labor fees and to the FRD.

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third-party charges will be charged as invoiced to STANTEC with a 5 percent (5%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the SERVICES or services conditions change, STANTEC shall submit to the CLIENT in a timely manner, documentation of the revisions to this Task Order adjusting the Contract Services Time and Price as required.



MASTER SERVICES AGREEMENT -
TASK ORDER

Unless otherwise specified, charges for SERVICES are based on STANTEC'S hourly billing rate table ("Rate Table"), attached hereto. The Rate Table is subject to escalation from time to time.

ADDITIONAL
CONDITIONS:

The following additional conditions shall be read in conjunction with and constitute part of this Task Order:

ADDITIONAL
ATTACHMENTS:

~~Latham Road Engineering Scope and Fee Letter, dated February 22, 2021, attached.~~

INSURANCE
REQUIREMENTS:

Before any services are provided under this agreement, STANTEC shall procure, and maintain in effect during the term of this agreement, insurance coverage in amounts and on terms not less than set forth below.

General Liability: Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence and not less than \$2,000,000 in the aggregate.

Automobile Liability: Automobile liability insurance for bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence.

Professional Liability: Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by STANTEC in the amount of \$1,000,000 per claim and in the aggregate.

Workers' Compensation: As prescribed by applicable law.

Certificates: Upon request, STANTEC shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with thirty (30) days prior written notice to the CLIENT.

(CLIENT)

STANTEC CONSULTING SERVICES INC.

Bryan Gazda, Town Manager

Bryan Ruoff, Associate

Print Name and Title

Print Name and Title

Per:

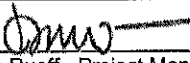
Per:

Ruoff, Bryan

Digitally signed by Ruoff, Bryan
Date: 2022.02.23 09:26:00 -05'00'

OWNERS BID ADD ALTERNATE#2 - PHASE 2 1-1/2" PAVEMENT OVERLAY						
210.10	100	SY	Cold Planing, Bituminous Pavement	\$ 15.00	\$	1,500.00
402.12	200	TON	Aggregate Shoulders	\$ 34.43	\$	6,886.00
404.65	300	GAL	Emulsified Asphalt	\$ 5.00	\$	1,500.00
406.25	1,600	TON	Bituminous Concrete Pavement (1-1/2" Base Course)	\$ 95.00	\$	152,000.00
406.50	1	LS	Price Adjustment, Asphalt Cement	\$ 20,000.00	\$	20,000.00
630.15	80	HR	Certified Flaggers	\$ 35.00	\$	2,800.00
646.403	6,300	LF	4 Inch White Line, Epoxy Paint	\$ 0.14	\$	882.00
646.413	6,300	LF	4 Inch Yellow Line, Epoxy Paint	\$ 0.14	\$	882.00
646.478	30	LF	12 Inch White Line, Thermoplastic	\$ 25.00	\$	750.00
TOTAL OWNERS BID ADD ALT#2 (PHASE 2 1-1/2" PAVEMENT OVERLAY)					\$	187,200.00
SUMMARY OF COSTS						
TOTAL BASE BID CONSTRUCTION COSTS					\$	506,815.25
OWNERS BID ADD ALTERNATE#1 - PHASE 1 1-1/2" PAVEMENT OVERLAY					\$	192,089.25
OWNERS BID ADD ALTERNATE#2 - PHASE 2 1-1/2" PAVEMENT OVERLAY					\$	187,200.00
SUBTOTAL CONSTRUCTION COSTS					\$	886,104.50
ENGINEERING SERVICES					\$	59,973.00
CONSTRUCTION CONTINGENCY (10%)					\$	50,681.53
PROJECT SUBTOTAL COSTS					\$	996,759.03

HED-614 (R)


 Bryan Ruoff - Project Manager/Associate

3/1/2022

Date



Town of Thetford Vermont

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

Selectboard Meeting *Draft* Minutes

VIRTUAL ONLY

Monday, February 21, 2022 6:30PM

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3
4
5 Selectboard members present: Sharon Harkay (Chair), Li Shen (Vice-Chair), Steve Tofel, Mary
6 Bryant, Nick Clark (via Zoom)
7 Others present: Town Manager Bryan Gazda, Town Clerk/Treasurer Tracy Borst, Selectboard
8 Assistant Martie Betts
9

10 Sharon Harkay called the meeting to order at 6:33 PM.
11

1. Agenda Review

12
13 Sharon Harkay said she has been advised by the Town attorney that a motion and roll call vote
14 should have been done when we discussed the charge of Open Meeting Law violation from the
15 February 7th meeting. The Selectboard agreed to put it after public comment.
16

17 The Selectboard identified themselves as the meeting was virtual only.
18

2. Town Manager Report – Bryan Gazda

19
20 Bryan Gazda said another grant application will be submitted for paving Latham Road, and that
21 the project is still on target for this year.
22

3. Public Comment

23
24 No public comment.
25

4. Addition to Agenda - Alleged OML Violation

26
27 **Motion** by Sharon Harkay that we accept the Town attorney's ruling on this and declare that we
28 did not violate the Open Meeting Law, and therefore did not need to cure the alleged violation.

29 **VOTE by roll call:** Mary Bryant – in favor, Li Shen – abstain, Sharon Harkay – in favor, Steve
30 Tofel – in favor, Nick Clark - opposed **Motion passed**
31

5. Discussion and Possible Extension of Town Mask Mandate

32
33 **Motion** by Li Shen to extend the Town mask mandate until Tuesday March 22nd, 2022. All in
34 favor (5-0-0), **motion passed**.
35

6. Anticipated Approval of Liquor License for Davenport Enterprises DBA Wings Markets

36
37
38 **Motion** by Sharon Harkay to put the Selectboard meeting on pause and convene the liquor
39 control board. All in favor (5-0-0), **motion passed**.

40 **Motion** by Sharon Harkay to approve the liquor license for Davenport Enterprises doing
41 business as Wings Markets. All in favor (5-0-0), **motion passed**.

42 **Motion** by Sharon Harkay to exit the liquor control board to resume the regular Selectboard
43 meeting. All in favor (5-0-0), **motion passed**.
44



Town of Thetford Vermont

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1 **7. Consideration to Impose Vehicular Weight Restrictions on Town Roads**

2 **Motion** by Steve Tofel to restrict the weigh limits on the listed roads from March 1, 2022, to
3 May 15, 2022. All in favor (5-0-0), **motion passed.**

4

5 **8. Warrants and Minutes**

6 **Motion** by Sharon Harkay to approve the minutes of the February 14, 2022 regular Selectboard
7 meeting as amended. All in favor (5-0-0), **motion passed.**

8

9 **9. Adjourn**

10 **Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 9:12 PM. All in favor (5-0-
11 0) **Motion passed**

12



Town of Thetford Vermont

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Town of Thetford
Public Information Hearing
Conducted via Zoom, Virtual Only
February 21, 2022 7pm

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Sharon Harkay, Selectboard Chair, welcomed Deecie Denison, Town Moderator, for the facilitation of this public hearing.

Deecie began the meeting with outlining the evening meeting and described the candidates for office would be allowed to speak for 5 minutes each, then questions and answers if time allowed. Then we would be going through each of the town articles. Voting will follow on March 1, in person, 8am-7pm.

Each candidate was invited to introduce themselves and speak for up to five minutes. That was followed with about an hour of questions and answers.

At 8:40, the meeting began with the review of the annual meeting articles. One by one the moderator read each of the 9 articles. Brief discussion ensued.

The meeting adjourned at 9:12pm.

Respectfully submitted.

Town of Thetford
Public Information Hearing
February 26, 2022 10am

At 10:01 Sharon Harkay, Selectboard Chair, called the Public Information Session to order. Ms. Harkay presented the 2022 Civic Pride Award to two recipients: Charlie Buttrey and Bob Walker, for their outstanding and long serving work with the town.

At 10:05am Deecie Denison, Town Moderator, called for a moment of remembrance for the situation in the Ukraine.

Ms. Denison outlined the course of the meeting, with each article being presented and spoken to by a selectboard member and then questions and answers to follow.

Ms. Denison entertained a motion to allow Bryan Gazda, Town Manager, to speak to the assembly, as he is not a resident of Thetford. By virtual vote this motion passed.

Each Article of the Town Meeting Warning was brought up individually and questions and answers followed. Jim Masland and Tim Briglin, our State Representatives, spoke of the current bills and situations under consideration in the state house.

At 11:30 a motion to adjourn the Public Hearing passed by unanimous vote.

Respectfully submitted.
Tracy Borst
Town Clerk