



Town of Thetford Vermont

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

Selectboard Special Meeting *Draft* Agenda

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, April 4th, 2022 7:00 PM

To connect to Zoom via computer: <https://us02web.zoom.us/j/89080661986>

To connect via phone only: +1 (646) 558 8656 | Meeting ID: 890 8066 1986

7:00pm – Call to Order

1. Agenda Review
2. Town Manager Report – Bryan Gazda
 1. Open Lister Position Update
 2. Thetford Water Study Update
 3. Other
3. Public Comment
4. Continued Appointment of Officials
5. Possible Approval of Stowell Bridge Service Contract with Stantec
6. 2022 Selectboard Priorities
7. Warrants and Minutes
8. Possible Executive Session, Discussion of confidential attorney-client communications related to the Post Mills Airport and to the charge that the Selectboard violated OML during its executive session on February 14th, 2022, pursuant to 1 V.S.A. subsection 313(a)(1).
9. Adjourn

Vacant (2)		
Theftford 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 - Bryan		
Jessica Eaton ('22) ('23)	333-9491	krash537@hotmail.com
Treasure Island Exploratory Committee, 7: 1-year term		
David Roth, Chair ('22) *	✓	} ('23)
Megan Dubuque ('22) *	✓	
Jim Zien ('22) *	✓	
Dale Gephart ('22) *	✓	
Ann Jane Kemon ('22) *	✓	
Lucas Stepno ('22) *	✓	
Doug Tiffi ('22) *	✓	
* Tree Warden: 1-year term - Bryan		
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) David Goodrich ('25)		lshen@thetfordvt.gov dgoodrich@thetfordvt.gov
* Two Rivers-Ottawaquechee RPC: 1-year term - Bryan		
Jesse Anderson ('22)	917-407-5116	vermontian@gmail.com
Upper Valley Ambulance: 1-year term		
David Goodrich ('22) ('23) ✓	785-2170	davidgoodrich73@yahoo.com
Zoning Administrator: 3-year term - Bryan		
Angela Jones ('22) ('25)	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	

Marion Betts

From: William Murphy <arborkiller@icloud.com> on behalf of William Murphy
Sent: Thursday, March 31, 2022 3:40 PM
To: Marion Betts
Subject: Re: Reappointment as Tree Warden?

Yes please

On Mar 29, 2022, at 9:00 AM, Marion Betts <mbetts@thetfordvt.gov> wrote:

Hi Bill,
I'm writing on behalf of Bryan (town manager) who would like to know if you want to be reappointed as Thetford's Tree Warden. You can just email me back and I'll let him know.
Thanks!
Martie

Martie Betts

Assistant to the Town Clerk & Selectboard
Town of Thetford
PO Box 126
Thetford Ctr. VT 05075
802-785-2922 X 120



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

March 29, 2022
File: 196113395

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

Dear Mr. Gazda,

Reference: Stowell Road Bridge Design and Construction Engineering Services

As requested, Stantec has developed a scope and associated fee for design, bidding and performing engineering services during construction for the Stowell Road bridge rehabilitation project. As previously discussed, the Stowell Road bridge rehabilitation project will include the following:

- Removing and upgrading the existing bridge rail, approach rail and guardrail system.
- Removing and replacing the existing failing retaining wall system with a pre-cast modular block retaining wall system.
- Roadway reconstruction, additional gravel and grading within 50-feet of the bridge.
- Minor concrete repairs to the abutments.
- Removing and upgrading existing roadway signage and delineators.
- Ancillary construction costs including traffic control, flaggers, barricades, and mobilization.

As previously discussed, the total associated costs for these proposed improvements are estimated at \$166,170. Based on our previous discussions understanding that the Town would like plans and specifications to be ready for bidding on or before June 1, 2022, to coincide with low flow with a coinciding anticipated start of construction of mid-July 2022 to coincide with stream low flows. Based on this information we have developed the following scope and associated fee for the project:

Task 214.100: Design:

- Review existing available bridge inspection reports.
- Create technical specifications (contract documents) for bidding and construction.
- Create a plan set for bidding and construction, based on available aerial data (no field survey will be obtained for the development of design plans).
- Stantec will perform an inspection on site of the existing conditions of the roadway guardrail, identify locations for ditch widening, 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 one (1) day of field inspections.

Design will be submitted to Town.

Reference: Stowell Road Bridge Design and Construction Engineering Services

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 within 100-feet of the existing bridge including guardrail and signage and shall be limited to the footprint of the roadway and side slopes.
- It is assumed that no environmental permitting will be required for this rehabilitation project of the existing bridge based on the scope of the work and previous projects.
- A draft copy 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 their applicable requirements. At the same time, plans will be submitted to the Thetford Town Manager and DPW Director for review in order address questions and concerns prior to going to bid.
- Update the cost estimate for the proposed scope of work in the contract documents prior to construction.

Task 214-200: Bidding:

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. (Advertisement cost will be paid by the Town directly).
- 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.
- Maintain a list of perspective bidders who have requested contract documents for bidding 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 two (2) addenda will be required during bidding process.
- Attend in person and administer a bid opening meeting at the Town Office.

March 29, 2022

Bryan Gazda, Town Manager

Page 3 of 4

Reference: **Stowell Road Bridge Design and Construction Engineering Services**

- 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 executed specifications and plans for construction based on the Addenda distributed during bidding and the executed contract documents.

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 via Teams during construction two (2) progress meetings to discuss the project.
- Receive, log, track and provide formal responses to technical submittals for the project, assumes twelve (12) will be required. Receive, log, track and provide formal responses to requests for information (RFI) or work change directives (WCD) for the project, assumes four (4) will be required for the project.
- Perform part-time construction inspection, with full time inspection provided for paving operations. Assumes four (4) weeks of active construction requiring monitoring at an average of twelve (12) hours per week.
- Quantity tracking, payment requisition review and recommendation for payment. Assumes two (2) 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.

Schedule:

- Upon receipt of an executed Authorization for Additional Services (AAS) Stantec will have preliminary 80% plans and specifications for Town and VTRANS review within 8 weeks.
- Stantec anticipates a bidding period of June 2022 to coincide with stream low flows with associated construction services commencing in mid July 2022.

Based on this described scope of services we estimate the time and materials fee for these services to be **\$25,878**. We have included with this letter an Authorization for Additional Services (AAS) for your review.

Design with community in mind

March 29, 2022

Bryan Gazda, Town Manager

Page 4 of 4

Reference: **Stowell Road Bridge Design and Construction Engineering Services**

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 Theford 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: 2022.03.29 11:27:08
-04'00'

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

Rene LaBranche

Digitally signed by Rene LaBranche
Date: 2022.03.29 12:01:59 -04'00'

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

Attachment: AAS Task 215

0. 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: March 29, 2022

This TASK ORDER is issued as TASK#215 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 Stowell 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#215 -- 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 Stowell Road wooden bridge rehabilitation;

(Hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: 3/29/2022

Estimated Completion Date: 9/1/2022

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 \$25,878 based on Stantec's scope and fee letter, dated March 29, 2022, attached.

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 FRDI.

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:**

Stowell Road Bridge Rehabilitation Engineering Scope and Fee Letter, dated March 29, 2022, 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 \$2,500,000 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 Garda, Town Manager

Bryan Ruoff, Associate

Print Name and Title

Print Name and Title

Per: _____

Per: **Ruoff, Bryan**

Digitally signed by Ruoff, Bryan
Date: 2022.03.29 11:47:21 -0400

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

1 Grant #: BC2148 2 Original Amendment # _____

3 Grant Title: Town Highway Structures Program - FY22

4 Amount Previously Awarded: \$0.00 5 Amount Awarded This Action: \$149,553.00 6 Total Award Amount: \$149,553.00

7 Award Start Date: Jul 01, 2021 8 Award End Date: Dec 31, 2023 9 Subrecipient Award: YES NO

10 Vendor #: 0000040351 11 Grantee Name: Town of Thetford

12 Grantee Address: 3910 Route 113, P.O. Box 126

13 City: Thetford Center 14 State: VT 15 Zip Code: 05075

16 State Granting Agency: Vermont Agency of Transportation 17 Business Unit: 08100

18 Performance Measures: YES NO 19 Match/In-Kind: \$ 10% Description: LOCAL SHARE

20 If this action is an amendment, the following is amended:
 Amount: Funding Allocation: Performance Period: Scope of Work: Other:

SECTION II - SUBRECIPIENT AWARD INFORMATION

21 Grantee DUNS #: 078755078 22 Indirect Rate: N/A % 23 FEATA: YES NO

24 Grantee Fiscal Year End Month (MM format): 12 (Approved rate of de minimis 10%) 25 R&D:

26 DUNS Registered Name (if different than VISION Vendor Name in Box 11):

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	27 Awarded Previously	28 Award This Action	29 Cumulative Award	30 Special & Other Fund Descriptions
General Fund	\$0.00	\$0.00	\$0.00	
Special Fund	\$0.00	\$0.00	\$0.00	
Global Commitment (non-subrecipient funds)	\$0.00	\$0.00	\$0.00	
Other State Funds	\$0.00	\$149,553.00	\$149,553.00	Transportation Fund

FEDERAL FUNDS

(Includes subrecipient Global Commitment funds)

Required Federal Award Information

31 CFDA #	32 Program Title	33 Awarded Previously	34 Award This Action	35 Cumulative Award	36 FA/N	37 Federal Award Date	38 Total Federal Award
		\$0.00	\$0.00	\$0.00			
39 Federal Awarding Agency:			40 Federal Award Project Descr:				
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
Total Awarded - All Funds		\$0.00	\$149,553.00	\$149,553.00			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: Christopher Bump	NAME: Bryan Gazda
TITLE: District 4	TITLE: Town Manager
PHONE: Cell (802) 356-7678	PHONE: Office: (802) 785-2922 ext: 2
EMAIL: chris.bump@vermont.gov	EMAIL: bgazda@thetfordvt.gov



PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COSTS

City/Town of Thetford, VT Contract # 195113395

Project Name: Stowell Rd. Bridge Rehabilitation

Project Road & Length: Stowell Road

ITEM #	Bid Quantity	UNIT	DESCRIPTION OF ITEM	UNIT PRICE	AMOUNT
				\$	\$
201.31	1	LS	Clearing and Grubbing	2,500.00	2,500.00
203.15	120	CY	Common Excavation	10.00	1,200.00
203.30	100	CY	Earth Borrow	15.00	1,500.00
203.32	150	CY	Granular Borrow	22.00	3,300.00
204.25	200	CY	Structure Excavation	15.00	3,000.00
301.15	250	CY	Subbase of Gravel	32.00	8,000.00
301.26	125	CY	Subbase of Crushed Gravel, Fine Graded	32.00	4,000.00
525.0	1	LS	Bridge Rail, Wooden	4,800.00	4,800.00
540.15	2	EACH	Precast Concrete Wing Walls (Conc. Class AAA)	15,000.00	30,000.00
541.25	25	CY	Concrete Class B, Footings	80.00	2,000.00
621.20	150	LF	Steel Beam Guardrail, Galvanized	22.00	3,300.00
613.11	20	CY	Stone Fill, Class II	42.00	840.00
621.50	4	EACH	Terminal End Section, Flared	2,200.00	8,800.00
621.72	4	EACH	Guardrail Approach Section, 2 Rail Box Beam	2,750.00	11,000.00
621.80	62	LF	Removal and Disposal of Guardrail	3.00	186.00
621.90	50	LF	Temporary Traffic Barrier	22.00	1,100.00
630.15	160	HR	Certified Flaggers	35.00	5,600.00
635.11	1	LS	Mobilization	14,000.00	14,000.00
641.10	1	LS	Traffic Control	3,000.00	3,000.00
649.51	200	SY	Geotextile for Silt Fence	5.00	1,000.00
651.15	20	LBS	Seed	15.00	300.00
651.18	50	LBS	Fertilizer	10.00	500.00
651.25	3	TON	Hay Mulch	550.00	1,650.00
651.35	50	CY	Topsoil	28.00	1,400.00
653.20	200	SY	Temporary Erosion Matting	3.50	700.00
675.21	50	SF	Traffic Sign, Type B	22.00	1,100.00
652.20	32	HR	Monitoring Epsc Plan	55.00	1,760.00
652.30	1	LS	Maintenance Of Epsc Plan (N.A.B.I.)	2,500.00	2,500.00
CONSTRUCTION TOTAL					\$ 119,036.00
ENGINEERING SERVICES					\$ 25,878.00
CONSTRUCTION CONTINGENCY (20%)					\$ 23,807.20
PROJECT SUBTOTAL					\$ 168,721.20

HED-614 (R)

Bryan Ruoff
Bryan Ruoff - Project Manager/Associate

3/29/2022

Date

2022 Priorities and Goals

Ideas from Selectboard Members

ECONOMIC DEVELOPMENT

- Hold informational meeting (hybrid) to all businesses in designated village areas
- Broaden list of invitations/businesses
- Village Designation presentation from their office to SB to learn about how it can be used to build town economics and housing.
- Create tax breaks for new businesses, affordable housing and agriculture.
- Complete the policy and process for tax stabilization for agricultural operations.

VILLAGES and SAFE WATER

- Continue work on water systems planning (Municipal Grant)
- Stay on top of the monitoring for PFAS and the BRELLA process for the former Post Mills landfill site.

THETFORD CENTER TOWN GREEN

- Create a long term plan that includes the following uses: playground, pollinator garden path, pick up sports games, concerts, festivals, snowmobile trails, and parking.

TREASURE ISLAND

- Continue to develop and implement a master plan that expands the site's offerings (possibly to year-round activities), makes use of the former caretaker house, decides what to do with other the buildings and pavilions, puts in a trail system, and attempts to keep it operating at a break even (or better) status.
- Look at the assessment done by Lakewise and determine which suggestions to work on.

AIRPORT

- Create a committee with airport and citizen stakeholders and ask them to investigate plans to create a sustainable plan for the airport (i.e. not add to tax burden).
- Have the committee present its plan to the Town Manager and the Selectboard.
- Determine whether or not to accept the airport.

DANGEROUS BUILDINGS

- Move on at least one building in town that has been identified as a dangerous building so that the safety concerns are solved by the end of 2022. (Post Mills building)

TIMOTHY FROST CHURCH

- Fix the drainage and any structural problems that have resulted from water and attend to any other immediate problems.
- Study the architect, structural engineering, and energy efficiency reports to see what is and isn't feasible.
- Look at the report from the state Historical Preservation Committee and its recommendations.

- Study the survey responses and report from the Timothy Frost Building Committee and give sufficient weight to what the respondents wanted.
- Determine what uses might generate income that could help offset costs of renovating and maintaining the building.
- Develop a strategic master plan and start working toward making the building usable.

DEPARTMENT OF PUBLIC WORKS/ROADS

- Secure land for a new, expanded DPW and Transfer Station complex.
- If land is not available to move the DPW complex, plan upgrades to the existing facility.
- Create a 10-25 year schedule for road maintenance, rebuilding, and repaving. Include the amount and source of funds for each year's work.
- Develop a long term schedule for culvert upgrades to meet climate change predictions of storms.
- Put road and culvert reports in hard and electronic files so they may be easily found for institutional knowledge by Town Managers and Selectboard members.
- Arrange for training for DPW employees to provide best practices for road repair and upkeep.
- Work on getting Route 132 classified and identified as a state highway to receive annual state funds (36K) for maintenance of Rt 132 road/year.

TOWN HALL

- Decide if and when to follow through with suggestions for a new HVAC system and upgrades to propane furnaces, etc. Then oversee that work.
- Determine fund source for work on Town Hall that will move its systems off dependence on fossil fuels.
- Install Window Dresser inserts to save energy.

CLIMATE RESILIENCE

- Adopt the Green Procurement Policy.
- Climate Action Plan (created by JTEC and IREC) as it follows town plan- setting priorities.
- Establish at least one E.V. (electric vehicle) charging station in conjunction with JTEC.
- Purchase a new hybrid cruiser for the police department.

TOWN COMMUNICATIONS

- Streamline sources for town information for sports events, road conditions, meetings.
- Create town policy for all departments to use one designated source for information.
- Explore possible ARPA state funds could be used for town wide Internet connection for emergencies.
- Develop a way for those without internet access to stay abreast of Town postings.
- Expand the Town Manager's role in being the source of contact to explain and promote town business and in making announcements to the residents.
- Have the Town Manager and the Selectboard members organize a series of public open forums for residents to discuss their concerns and ideas.

- Ask all town committees and commissions to have drop-in coffee hours on weekends to showcase their work and goals to educate town residents and increase participation in town committees.
- Take a larger role in soliciting advice and opinions before making policy changes. (SB).

EMERGENCIES

- Develop/update the Emergency Alert System to include mixed communication methods such as robo calls, text messages, email, neighborhood captains, etc.
- Set up VT Emergency Alert Training for SB, Town Manager, and staff.

TOWN POLICIES

- Revise animal policy to include parameters of what abuse is to animals includes and legal ordinances to enforce.
- Update existing policies to reflect Thetford's change to a town manager form of government.
- Establish who will do what in terms of domestic animal control (volunteer ACO vs. police chief and officers) and then make it clear to Town employees and residents on the Town website and any other pertinent places.

HOUSING

- Work with Twin Pines Housing and Green Mountain Development Fund Tri Town Housing Committee, Municipal Housing plan??? More talks with TRORC???
- Look into the wisdom/feasibility of tax stabilization to encourage additional housing stock.

BUDGET, WAGES, BENEFITS, and REVENUE

- Create a 10-30 year plan for roads upgrade, repaving, culverts, etc.
- Transition the Town to a fiscal, rather than calendar, year.
- Develop Municipal Foundation 501 3C to which citizens can make optional contributions for projects beyond our annual budget.
- Change the petition requirement for social service organizations requesting an appropriation from the Town so that *any* organization requesting money has to come before the SB each year and show the SB their budget, explain how much of it would come from the Town, and tell how the organization benefits Thetford. Petitions would only be required if the SB declined to warn the request in which case the party requesting the funding would go through the same petition process that any citizen can follow to get an article on the agenda.
- Complete research on a wage/benefit survey that shows us how Thetford compares to other nearby towns with similar demographics. Then redo Thetford's wage matrix making sure that it is a gender-fair salary schedule and that it keeps Thetford competitive with other similar Towns when it comes to attracting and retaining employees.
- Make a concerted effort to collect delinquent taxes throughout the year.
- Determine how ARPA and infrastructure funds will be used.

ARPA FUNDS

- Research how other towns made spending decisions of ARPA funds.
- Create a citizens group to make recommendations on how to spend funds.
- Determine which necessary upgrades of Town facilities will be paid for with ARPA funds.

COMMUNITY SPIRIT BUILDING

- Hold events that would foster a sense of community in Town. (Example—Have an all town event to enable residents to voice what their concerns and goals are for Thetford.
- Residents would congregate at a town location such as TES or TA for a meal and large and small discussions. Ideas could be adopted through a democratic voting process.)

RESTORATIVE JUSTICE

- Work with new police chief to create a Restorative Justice Panel/Committee to help reduce conflict that has potential to escalate in to criminal acts and increased community violence. Also, will help support citizens returning to the community after a prison sentence to have a more successful chance of finding work and avoid being a reoffender.

OTHER

- Explore a green burial option for our cemeteries and private lands.
- Address concerns with speeding and speed limits all over town. Reduce the speed limit on the northern end of Academy Road from 35mph back to 25mph, which is what it used to be.
- Purchase and employ the use of Driver Feedback Signs to help reduce speeding.
- Follow through on the VTrans Grant for bicycle and pedestrian safety on Rt. 132, Tucker Hill Rd., and Academy Rd.
- Evaluate the condition and life expectancy of Town buildings and systems and come up with a plan to address any deficiencies. Pave the causeway on Robinson Hill Rd by the south end of Lake Fairlee if it would help keep the lake cleaner.
- Make and follow a plan for monitoring ash trees for the Emerald Ash Borer.
- Ask employees for feedback on how the SB can better communicate with and support them.
- Add more demonstrations of appreciation for Town employees.

LAKE FAIRLEE DAM and the TRI-TOWN COMMISSION

- Sort out the number of Thetford representatives on the Tri-Town Commission.
- Decide on the safety buoys that PACIF requires at the Lake Fairlee Dam as well as the number, purchasing, placement, and anchoring of them.

2022 Priorities and Goals

Ideas from Residents

ECONOMIC DEVELOPMENT and VILLAGES

- Revitalize Thetford Center. Move the maintenance shed, renovate Timothy Frost (two apartments, cafe?), put in sidewalks, encourage small business, entrepreneurship, Farmer's market, etc.
- Introduce more commerce in all village centers—restaurants, shops, etc.

AFFORDABILITY and HOUSING

- Make Thetford a more affordable town in which to live, possibly by making the zoning less restrictive and by chagrin the Town Manager with bringing in more grant funds.
- Establish a different property tax base for people 65 and older because high taxes for our senior community can push them out of their homes.
- Find a way to increase housing stock and create more affordable housing.

CHILDCARE and EARLY CHILDHOOD EDUCATION

- Invest in expanding and improving childcare and Early Childhood Education (ECE) programs in our community, by supporting existing programs as well as assisting with the creation of new programs where needs can not be met with current options. Availability of care for all ages, infant through afterschool, is far less than the current or projected need. Consider using some of the ARPA funds and having a lower tax rate to help with this.
- Find ways to attract staff for ECE programs and pay them elementary teachers' salary so they stay in the field. I could take in 17 more children at Little Feet if I could find and retain staff.

FACILITIES IMPROVEMENT

- Help improve the Bicentennial Building: Latham Library and the Historical Society need adequate building ventilation and an ADA compliant elevator to facilitate building access and work related traffic.

ELECTRIC VEHICLES and ROAD MAINTENANCE

- Install charging stations for electric vehicles.
- Require the road crew to have training on stormwater management.
- Budget the Highway Department so the roads can be maintained regularly. All too often the roads fail because they have not been maintained.
- Road paving, road paving, and road paving. Paving all roads is not possible, but the more heavily traveled roads ought to be paved, such as Sawnee Bean, Godfrey, Five Corners, Robinson Hill. Having impassable roads is dangerous.
- Road paving and maintenance. Mud season has made roads impassable and needs to be addressed since climate change is only going to make these problems worse. Additionally, some paved roads are so deteriorated they pose a hazard for drivers. Having well maintained roads is important for our community's safety.

OTHER

- Allow timely access to the stump dump, for town residents only, to accommodate wood pieces larger than "2 inches".
- Work on ways to Town retain employees.



Town of Thetford Vermont

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Selectboard Regular Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, March 21st, 2022 7:00 PM

Selectboard members present: Sharon Harkay (Chair), Li Shen (Vice Chair), Mary Bryant (via Zoom. Mary left the meeting at 9:51 PM), David Goodrich, Steve Tofel

Others present: Bryan Gazda (Town Manager), Mike Davey, Eric Lafayette, Geoff Martin, Bryan Ruoff w/ Stantec

Participating community members: Melissa Krzal

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

1. Agenda Review

No changes to the agenda.

2. Town Manager Report – Bryan Gazda

1. Bike/Pedestrian Grant Update

Bryan said he has been working on the environmental review which needs to be submitted to VTrans for their approval so we can apply for the grant. While putting maps together and reviewing the signage a few questions came up, so Bryan spoke with Chris Hunt at VTrans. VTrans was not keen on installing the signage we've come up with for Route 113 because it is already considered a "comfortable road for adult bicyclists". John Kaplan, the pedestrian/bike grant coordinator, said the signage was outside the scope of the grant so we wouldn't be able to use grant funding for signs on Route 113. The signs Mary came up with from the Northern Tier Bike Route are under copyright by Adventure Cyclists Association. Bryan has reached out to them but hasn't heard back. John Kaplan said typically those types of signs aren't put on those bike routes. Bryan's recommendation is to stick with the 3 corridors they originally looked at from the Strafford town line on Route 132 to Tucker Hill Road, then up Tucker Hill Road and then from the Norwich town line up Academy Road to Route 113.

The Selectboard told Bryan to continue with the environmental review.

2. Roads Update

Bryan said the roads started to go last Wednesday and they are still breaking. The DPW is working as diligently as they can. Updates will be put on the website. He is in close contact with the school and emergency services. Northwoods has been assisting us with their equipment and bringing in stone. The gravel pit in Bradford stayed open and stone was hauled all day Saturday. Bryan said the highway crew and Northwoods is doing a phenomenal job trying to keep the roads open.

Sharon Harkay said that EMS Director Mariah Whitcomb is keeping up to date information about the roads that are closed or difficult to travel on Facebook.

Li Shen asked about the cost and what is in the budget for these materials.

Bryan said he would estimate that it's probably going to be \$50 to \$75,000.00 worth of work. He said they are putting material down that will be a good base for the roads going forward.

Li asked about any savings with plowing this year.



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1 Bryan explained that it depends on when the expenses occurred as the fiscal year ends on
2 December 31st. Any storm costs from January forward will come from this year's budget, and
3 several storms hit on the weekend.

4 Bryan asked that the purchasing limit of \$20,000.00 be waived so he can continue to purchase
5 the materials he needs for the road repairs.

6 **Motion** by Li Shen to authorize the Town Manager to purchase more than \$20,000.00 dollars'
7 worth of materials and for other expenses in this present road emergency because of this mud
8 season. **VOTE by Roll Call:** Mary Bryant – in favor, Steve Tofel – in favor, Li Shen – in favor,
9 David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

10 Thanks were given to Dale Lewis and the road crew for the many hours they have worked.

11 **3. Water Study Grant Update**

12 Bryan said there will be another committee meeting this Thursday, March 31st at 7:00 PM. This
13 will be the first public information meeting, and they are hoping for community input.

14 **4. Town Priorities**

15 A document has been posted on the website for community input.

16 Sharon Harkay noted that the deadline for comments is March 25th. She had heard of people
17 having trouble accessing the link, but it was redone that afternoon.

18 **5. Other**

19

20 **3. Public Comment**

21 Melissa Krzal asked about the alleged Open Meeting Law violation from February 14th.

22 Sharon said she has not heard a response from the Town Attorney on the matter.

23 Melissa expressed her concerns about the lack of response and that the window of time to
24 address the complaint has passed.

25

26 **4. EEI Discussion with Mike Davey**

27 Mike Davey, Eric Lafayette and Geoff Martin reviewed the updated scope of work for the
28 HVAC system in Town Hall. The goal is to eliminate the use of fossil fuels. It is recommended
29 that a propane furnace be installed as a back up to the heat pumps. Each room would have its
30 own thermostat which would help with the hot and cold pockets currently in the building. Air
31 ventilation would also be improved.

32 Steve Tofel asked about the change in electric usage with a heat pump.

33 Eric Lafayette said there would be an increase in electricity consumption, but savings with the
34 drop in propane.

35 Geoff Martin agreed that there would be a drop or complete elimination of the propane usage.

36 There was discussion about the original proposal and the request from the Selectboard to reduce
37 the cost. This proposal is upwards of three times more than the original.

38 Benefits of the change in the system were discussed.

39 Geoff said the original proposal had heat pumps installed in the problem areas, which would
40 have off set propane use in those areas but not eliminated it. The current propane furnaces are old
41 and will need to be replaced soon anyway. We are eliminating some of the other things from the
42 cost like the windows and controls.

43 The possibility of using grants or ARPA funds was discussed.

44



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1 Mary Bryant felt the Selectboard should really look at it one more time. She feels reasonably
2 good about it and said it was the direction we need to move in. She would like to find a way to
3 make it happen.

4 There was discussion about the overall goals; were we looking at cost savings and reduction or
5 eliminating fossil fuel consumption. Geoff Martin said that switching to electric reduces
6 emissions. Solar could be added and that is 100% carbon free. There are always going to be
7 emissions with propane.

8 Selectboard members continued to express concerns about the cost to the taxpayers.

9 Chris Hebb said it is cheaper to run heat pumps, maybe 60% of the cost vs. propane. He added
10 that it's not entirely an environmental or financial decision, as it's going to improve conditions in
11 the town hall quite a bit.

12 Sharon Harkay thanked everyone for participating in this discussion and bringing this proposal to
13 the Selectboard.

14

15 **5. Discussion with Bryan Ruoff of Stantec; Road Survey**

16 Bryan Ruoff shared his screen and gave an informative presentation on the road survey
17 conducted by Stantec.

18 Thetford has roughly 90 miles of roadways. Most of the paved roads are in fair to poor condition.
19 Gravel roads were in pretty good shape at the time we reviewed. Route 132, state and federally
20 maintained roads are not included in the survey. In general, the signage around town looks pretty
21 good.

22 Other categories reviewed; Guardrails, Observed Vehicle Traffic Volume, Observed Pedestrian
23 and Bike Traffic Volume, Town Maintained Roads Observed in Good Condition, Observed
24 Erosion, High Priority Reconstruction and Rehabilitation Road Summary, ROW clear space,
25 Subsurface Soil Investigation Summary, Culvert Classifications, Road Rehabilitation Permitting
26 Requirements, Robinson Hill Road detail – DEC and ANR recommendations.

27 The preliminary costs are based on 2022 costs. They may have underestimated inflation.

28 There was discussion about the road work being done now and how it would impact future work.

29 Sharon Harkay thanked Bryan Ruoff for the extremely complete and comprehensive report and
30 presentation. It is filled with lots of good information and things to think about, and she
31 appreciates all the work that went into it.

32 For the complete presentation, go to **Browser link:** <https://tmpsftp.stantec.com>

33 **Login name:** s0401150209

34 **Password:** 4199460

35

36 **6. Discussion about Pollinator Gardens on the Thetford Center Green**

37 Alicia Houk reviewed the proposal for a pollinator and native plant educational series through
38 the Thetford Conservation Commission. The plan would be for 3 in-person workshops planting a
39 pollinator garden around the gazebo and along the tree line on the Thetford Center Common
40 space. Alicia shared photographs of the types of plants that would be used.

41 The possibility of other projects was discussed. Bryan Gazda has given support to the project and
42 there were no objections from the Selectboard.

43

44



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7. Discussion of Draft Advertisement for Open Lister Position

Sharon said that the open Lister position needs to be posted. One person has expressed an interest. She will write up the ad but would like to have Selectboard input on deadlines for submission and the process of appointing. The candidate would be appointed until the next local election. They could then decide to run.

It was agreed that letters of interest should be submitted by Friday, April 8th and interviews will take place with the Listers the following week.

The Selectboard will make the appointment on April 18th during the regular meeting.

8. Appointments and Re-Appointments

Appointments were made to the following:

Conservation Commission, Tom Ebert, term ending in 2026.

Historic Preservation Committee, Sean Boyce, term ending in 2025; Susan Thrane, term ending 2025 and Greg Gundlach, term ending in 2025.

Planning Commission, David Forbes, term ending in 2025

Treasure Island Committee, all terms ending in 2023; David Roth, Megan Dubuque, Jim Zien,

Dale Gephart, Ann Jane Kemon, Lucas Stepno, and Doug Tift.

Town Service Officer, Jessica Eaton, term ending in 2023.

Upper Valley Ambulance, David Goodrich, term ending in 2023.

Development Review Board, Orin Pacht, term ending in 2025.

Angela Jones was reappointed as the Zoning Administrator until 2025.

Mary Bryant left the meeting at 9:51 PM.

9. Warrants and Minutes

Motion by Sharon Harkay to accept the Selectboard meeting minutes of March 7th, 2022, as edited. All in favor (4-0-0). **Motion passed.**

#5.4 \$23,704.44

#12.1 \$28,487.66

#13.1 \$14,606.64

#5A.4 \$3,442,035

Motion by David Goodrich to accept the warrants as presented. All in favor (4-0-0). **Motion passed.**

10. Adjourn

Motion by Steve Tofel to adjourn the meeting at 10:00 PM. All in favor (4-0-0). **Motion passed.**