



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, April 18th, 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

7:00 PM – Call to Order

- 1) Agenda Review
- 2) Town Manager Report – Bryan Gazda
 - a) Water Study Update
 - b) Green Up Day – May 7
 - c) Other
- 3) Public Comment
- 4) Annual Certification of Emergency Management Plan
- 5) Review of Stantec’s VT Route 132 Engineering Services During Construction Amendment
- 6) Overview of EEI Proposals with Geoff Martin, Chris Hebb and Erica Ko
- 7) Review and Discussion of Green Procurement Policy
- 8) Appointments; Lister, Recreation Advisory Council and Discussion of TRORC Commissioner
- 9) ARPA Funding/Lost Revenue Declaration
- 10) Review of Revised 2022 List of Priorities
- 11) Warrants and Minutes
- 12) Adjourn



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

March 30, 2022
File: 195113410

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

Dear Mr. Gazda,

Reference: 2022 VT RTE. 132 Engineering Services During Construction Amendment

As previously discussed, we have revised our proposed scope and associated costs for the additional inspections that are anticipated to be performed by Stantec in 2022 for the project. As you are aware, the VT Rte.132 project will be completed in 2022, with an anticipated re-start of construction on or after June 2022, with 45-days calendar days anticipated to be required to complete the work, as previously indicated by Northwoods. The following are remaining construction activities along with our anticipate approach for monitoring the construction:

- Phase 2 wearing course paving placement and preparation – full time inspection
- Loam, seed and erosion control matting for grass re-establishment and removal of erosion control measures. – part time inspection
- Signpost and roadway sign installation. – part time inspection
- Guardrail and guardrail terminal end unit installation. – full time inspection
- Shoulder gravel placement, grading and compaction. – part time inspection
- Surface gravel and driveway apron installation. – part time inspection

Based on the remaining work, we have developed the following scope and fee to best support the Town in providing full and part time inspection (as appropriate) for the remaining tasks indicated above. Our proposed scope includes the following action items and assumptions:

- Construction monitoring efforts assumes 6-full time inspection days for final top course paving at an average of 10-hours per day for construction monitoring. With an additional, four weeks at 20-hours per week part time inspection.
- Project management including inspector oversight, coordination and testing coordination, QC and billings for a forty-five (45) day period during final construction, through final completion.
- Attendance at three (3) in-person progress meetings at the Town offices and providing associated meeting agendas and meeting minutes for each meeting

Reference: 2022 VT RTE. 132 Engineering Services During Construction Amendment

- Attendance at three (3) site visits by the Project Manager to monitor the progress, review the construction with the Town/Contractor or for the purposes of identifying punchlist items for the project, by the Project Manager, to be performed in conjunction with progress meetings.
- Attend one Selectboard meeting and discuss the project status.
- Create, coordinate, and submit one (1) project closeout balancing change order for the project.
- Review and provide a recommendation for up to three (3) payment requests.
- Develop as-built plans for the project based on redline information obtained and submitted by the Contractor for the project.
- Assumes no additional submittals for review or requiring responses.
- Assumes one (1) work change directive will be required.
- Stantec will hold their 2021 billing rates for the project.
- As proposed in the previous Engineering Services During Construction Agreement, Stantec will only invoice the Town for half of the travel/mileage associated with commuting to and from the job site for inspections.
- Contract closeout documentation and as built information will be delivered to the Town within one week of the contract substantial and final completion dates (pending receipt from the contractor).

Based on the above noted scope of services we estimate the cost for 2022 Engineering Services required to complete the project to be **\$29,996**. We have included, with this letter Task Order#216, for your review and signature for this scope of work which shall be an amendment the Master Services Agreement dated October 27, 2020, between the Town of Theford and Stantec.

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: 2022.03.30 19:14:26
-04'00'

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

Rene LaBranche

Digitally signed by Rene LaBranche
Date: 2022.03.31 08:10:11 -04'00'

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

Attachment: VT Rte 132 Task Order#216
c. Rene LaBranche, Stantec



**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 30, 2022

This TASK ORDER is issued as **TASK#216** 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 VT Rte 132 Engineering Services During Construction Project ("Project"), which is an amendment to task order#212 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#217 – Perform engineering services during construction in 2022 for the VT Rte. 132 Road Rehabilitation Project (Task Order#212).

(Hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: 9/1/2021

Estimated Completion Date:
11/1/2022

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 **\$29,996** as described in Stantec's attached scope and fee, dated March 30, 2022.

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:

~~VT Rte 132 Engineering Services During Construction 2022 Scope and Fee Letter, dated March 30, 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 \$2,000,000 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: 2022.03.30 19:14:39 -04'00'

**Energy Improvements at Town Offices
Overview of EEI Proposals
04/18/2022 Selectboard Meeting**

Thetford selected EEI through a competitive process in December of 2020. The Request for Qualifications was issued on behalf of Intermunicipal Regional Energy Coordinator (IREC) towns, with the intention of working with a company to not only reduce energy use and costs, but also lower fossil fuel use and greenhouse gas (GHG) emissions in municipal buildings.

Prior to developing their initial proposal for the Town Offices, EEI evaluated the building and its systems onsite, gathered input from town staff and me, and reviewed the recommendations from a 2013 energy audit. As a result, they identified the following as the primary objectives for the project:

- lowering fossil fuel use/reducing GHG emissions¹
- addressing inadequacies in the zoning/balancing of the HVAC system
- providing operable windows for fresh air and emergency egress

The initial scope, shown at Attachment 1, addressed these issues. Following further conversations with Bryan Gazda, Erica Ko, Chris Hebb, and me (the "Advisory Committee"), however, we determined that the initial scope would not provide a complete, lasting solution for the building's HVAC systems for the following reasons:

- The proposal only included 4 interior heat pump units (one for the Police Department, Town Manager's Office, Vault, and Food Shelf). The rest of the building would need to be heated with the existing propane furnaces, meaning that the building would still require a substantial amount of propane for heating and the systems would not address the comfort issues in the other spaces.
- The propane furnaces are nearing end of life (approx. 19 years old). Waiting until the system fails to replace it risks disruption to Town and police activities and damage to the building due to frozen pipes, particularly with unknown replacement times due to supply chain issues.

¹Excerpt from Chapter IV of the Town Plan (P. 40-41, emphasis added):

"Town and Community Facilities

Goal

1. **Well-maintained facilities that do not contribute to greenhouse gas emissions.**
2. **Elimination of reliance on fossil fuels.**
3. Appropriately sited facilities.
4. Efficient use of existing Town-owned facilities.
5. Town lands that are maintained and enhanced to sequester carbon.

Policies

1. It is the policy of the Town to identify and correct any maintenance and repair issues with Town-owned facilities.
2. It is the policy of the Town to optimize the use of its facilities and correct underutilization and improper siting.
3. It is the policy of the Town to optimize its fleet to achieve the greatest possible reduction in emissions while meeting the operational needs of the Town and remaining cost-effective, as outlined in the Green Fleet Policy.

Recommendations

1. The Town should maintain its inventory of existing facilities and design a capital plan for maintenance and repair or new construction.
2. The Town should continue its search for and evaluation of property to accommodate its long-term strategic needs.
3. **The Town shall seek to reduce or eliminate its greenhouse gas emissions."**

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director

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- The condenser that provides cooling for the Town Manager's office, Police Department, Meeting Room, and Zoning office has failed, and the other condensers will fail soon.

As a result, the Advisory Committee recommended focusing the proposal exclusively on an HVAC system that would address the above concerns. EEI's revised proposal, priced at \$382,000, called for 14 interior heat pump units to heat and cool the entire building, removing the propane furnaces, and installing an energy recovery ventilator (ERV). This proposal eliminated fossil fuel systems inside the building, but would have required an upgrade of the propane generator and associated electrical work to power the heat pumps in the event of a power outage. The Advisory Committee noted that the generator upgrade would be very costly and still require the use of fossil fuels (at this time, batteries do not have enough capacity to be practical in running all-electric HVAC systems). Given these concerns, Proposal 2 was not shared with the Selectboard.

With this input, EEI submitted Proposal 3 (reviewed at the 3/21/22 Selectboard meeting and shown at Attachment 2). Proposal 3 is identical to Proposal 2 except that it includes a new propane furnace for backup heat during a power outage without requiring electrical upgrades or a new generator. This proposal achieves the following objectives:

- eliminates propane use except during extended power outages
- completely replaces the building's heating and cooling systems, which are at/near end of life
- provides temperature control for each room, more efficiently conditioning the building (no longer heating/cooling unoccupied spaces)
- adds fresh air ventilation for improved indoor air quality and mitigation of COVID-19

Recognizing the substantial increase in price from Proposal 1 to Proposal 3, the Advisory Committee has requested a breakdown of project costs from EEI on Proposal 3 and is not ready to make a recommendation at this time. Assuming that EEI provides a justifiable breakdown of project costs, there are several paths forward:

- EEI can put the components of the project (i.e., heat pumps, electrical work) out to bid for the most competitive pricing. Note that EEI will not go out to bid until the scope and a not-to-exceed amount are established and the project is approved to move forward on that basis.
- The town could look at a fourth option that provides heat pumps to the original half of the building only, with the intention of completing the other half of the building either in a future fiscal year and/or when funding becomes available. The original half of the building has the most significant balancing and zoning issues, and the condensing unit for this side has failed. Installing heat pumps on this side would address these issues now, while keeping open the potential for a fossil fuel-free building in the future.
- The Town could fund part or all of the project with outside funding.
 - The town could use a portion of its ARPA funds to pay for the project.
 - H.518, "An act relating to municipal energy resilience initiatives", passed the Vermont House of Representatives and is under consideration in the Senate. As currently written, the bill would provide funding of up to \$250,000 per municipality for heat pumps, among other energy-related improvements. It is likely, though not guaranteed, that the bill will be passed. The town could wait until the outcome of the bill is determined, and pursue the project only if H.518 passes and Theford is awarded a grant through the competitive application process. Alternatively, the town could move forward with the first half of the project now, and pursue the second half only if H.518 passes.

Respectfully submitted,

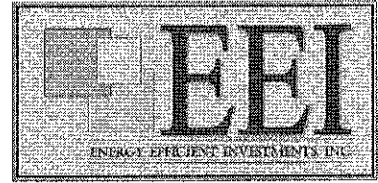
Geoff Martin
Intermunicipal Regional Energy Coordinator
TRORC

Attachment 1 - Proposal 1

Potential Improvements

Thetford	Budget	Estimated Annual Savings	Potential Rebates	
	\$0			
1	Town Offices HVAC heat pumps and ventilation	\$51,826	\$1,800.00	
2	Controls	\$40,310	\$700.00	
3	Window Replacement	\$35,000	\$800.00	
4	Door Weater Stripping	\$800	\$100.00	
5	Basement Lighting	\$900	\$125.00	\$3,500
	Subtotal	\$128,836	\$3,525.00	
	P&P Bond	\$1,288		
	Town Total	\$130,125		
	5 year lease estimate	\$32,000		

EEL & ENE ENERGY ADVISOR



Energy Improvement Proposal

Between

Energy Efficient Investments Inc.

And

Town of Thetford



Date: 3/17/22

Project Highlights

1. All electric heating & cooling system utilizing the most advanced heat pump technology (equipment to be mfg. by Daiken or Mitsubishi)
 - a. Operating temperatures down to -14 degrees F
 - b. Back up resistance heat for the ERV & strip heating in the basement
2. Eliminates use of fossil fuels as the main heating source. A new 120,000 BTU LP fired furnace would be installed in the mechanical room to work as both a ventilation/air change over unit and backup heat.
3. Energy recovery ventilation – heat transfer between building exhaust and outside air required for ventilation
4. Individual room zoning for precise occupant comfort

Scope of Work: Electric & HVAC

1. Remove and dispose of existing gas fired furnaces.
2. Install new multi-head heat pump system complete with ground mounted condensers, wall mounted evaporators, and line sets to run concealed above false ceiling.
3. Includes new 200-amp sub-panel to be dedicated to the new VRF system.
4. Includes reusing the existing backup generator & emergency power panel.
5. Includes wall mounted wireless control system (handheld remote w/ wall bracket)
6. Includes all required patching and painting to match existing finishes
 - a. Refrigerant piping to run exposed will be encased in "line hide"
7. Includes 1-year parts and labor warranty
8. Includes all required drawings & permits required by the State of Vermont

General Notes:

1. Approximately 1 month duration from start to finish
2. Propose doing work during the spring, after heating season
3. Work to occur during normal working hours
4. Project is subject to review with State Fire Marshall
5. Pricing is good for 15 days from date above
6. Excludes Davis Bacon Wage Rates

Total Project Cost: \$282,000

Original Costs: \$260,000 + Generator \$122,000 = \$382,000

**Theftord Green Procurement Policy
04.18.2022 Selectboard Meeting**

The Green Procurement Policy (GPP) establishes a commitment to procure energy efficient, fossil-fuel free products whenever feasible. The GPP incorporates the town's existing Green Fleet Policy and expands it to cover all energy-related purchases. It establishes specific policies for the procurement of different categories of products, such as HVAC equipment and vehicles. In addition, the GPP formalizes procedures for the town to follow when making procurement decisions to help ensure that the intent of the policy is met. Finally, the policy requires the town to report annually on energy use, greenhouse gas (GHG) emissions, and the vehicle fleet in order to track progress towards town goals.

The policy provides a framework to ensure that purchasing decisions are aligned with town policy (45% reduction in greenhouse gas emissions by 2030; 90% renewable by 2050), and takes advantage of the town's replacement schedule to help meet its climate and energy targets. Recognizing that equipment purchased today will be in operation for years, if not decades to come, the policy helps avoid decisions that would lock in future fossil fuel use/GHG emissions.

Bryan Gazda and I reviewed the policy that was originally proposed at the September 13, 2021 Selectboard meeting and made the following changes:

- The Green Procurement Team concept, which would have been a standing committee responsible for managing the GPP, has been eliminated. Instead, the Town Manager (primarily) and the JTEC (secondarily) will hold this responsibility.
- The Town Manager is required to provide the JTEC with a comprehensive list of upcoming large energy-related purchases each August. The JTEC will provide recommendations for these purchases for review by the Town Manager, the respective department head, a Selectboard-appointed member of the JTEC, and the IREC. The Town Manager will make a final recommendation to the Selectboard, noting input from the JTEC, department head, and IREC.
- The Town Manager, with support from the JTEC, will monitor the GPP and recommend changes to the Selectboard if necessary. This role had previously been assigned to a Green Procurement Team.
- Biodiesel is now included as an acceptable option for replacement vehicles, recognizing the lack of all-electric options for most medium- and heavy-duty vehicles.

Respectfully submitted,

Geoff Martin
Intermunicipal Regional Energy Coordinator
TRORC

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
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Barnard ~ Bethel ~ Bradford ~ Braintree ~ Bridgewater ~ Brookfield ~ Chelsea ~ Corinth ~ Fairlee ~ Granville ~ Hancock ~ Hartford
Hartland ~ Newbury ~ Norwich ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royalton ~ Sharon ~ Stockbridge ~ Strafford
Theftord ~ Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock

Green Procurement Policy

Overview

The purpose of this policy is to commit the Town of Thetford to a high level of fiscal, social, and environmental responsibility in the procurement of energy-related capital improvements, and to define the process for procuring these products. The Town of Thetford will prioritize improvements, systems, vehicles and equipment, and other energy-related products that are energy-efficient and powered by, or are capable of being powered by, renewable energy sources, and will eliminate, wherever feasible, the use of fossil fuel.

Background

The Town of Thetford has several energy and climate goals, including:

- Meet 90% of energy needs from renewable sources by 2050
- Cut greenhouse gas (GHG) emissions by 45% by 2030

With each purchase of goods and services, the Town has the opportunity to not only further these goals, but also to lead by example for the rest of the community and demonstrate the value of environmentally sound purchasing decisions.

This Policy provides a framework to utilize when making purchasing decisions, helping to ensure that the purchases the Town makes are in line with its stated goals and objectives related to energy and climate change. The Policy also outlines procedures that ensure the Town: utilizes the resources and incentives of the State's energy efficiency utility and the Town's electric utility, selects products that best meet the Town's operational needs, and reduces ongoing operational costs.

This Policy tasks the Green Procurement Review Committee to review proposals from Department Heads for Large Capital Improvements for consistency with this Policy. The Town Manager, in consultation with the Joint Thetford Energy Committee (JTEC), will monitor, review, and, if necessary, develop new procedures and practices related to this Policy. The Town Manager/JTEC will report progress and findings to the Selectboard at least annually and as appropriate, including any proposed alterations to the Policy.

Nothing in this policy shall be construed as requiring a department, vendor or contractor to procure goods or services that do not perform adequately for their intended use or are not available at a reasonable price or in a reasonable period of time. Decisions regarding adequacy or suitability for use shall be at the discretion of the Selectboard.

Definitions

"Alternative Fuel Vehicle (AFV)" is defined as an all-electric, Plug-in Hybrid Electric (PHEV), hybrid-electric vehicle, or biodiesel vehicle.

“*Building Modifications*” are defined as additions, alterations, renovations, and repairs to existing buildings.

“*Emergency Repair/Replacement*” is defined as a repair/replacement for which immediate action is needed to avoid harm to Town property or personnel, and/or would substantially impact the Town’s ability to provide adequate services. The Town Manager shall have full discretion to determine what constitutes an Emergency Repair/Replacement, and whether, in light of the emergency situation, the procedures defined in this Policy should apply as defined or in an amended form.

“*Green Procurement Review Committee*” is the group responsible for reviewing budget requests for consistency with this Policy. The Green Procurement Review Committee consists of the Town Manager, the Requestor (defined below), a Selectboard-appointed JTEC representative, and the IREC (if applicable).

“*Large Capital Improvements*” include vehicles, equipment, and machinery (VE&M); heating, ventilation, and air conditioning (HVAC) replacements, and; building modifications and new construction.

“*Requestor*” is the Department Head or other individual making a purchase request under this Policy.

“*Small Capital Improvements*” is defined as appliances and electronics, lighting, cooking equipment, and pumps, motors, and drives.

“*Vehicles, equipment, and machinery (VE&M)*” VE&M is defined as all light-, medium-, and heavy-duty vehicles and equipment (e.g., loaders, graders, excavators), small machinery, including but not limited to mini-excavators, ATVs, snow blowers, and lawn mowers, and small equipment, including but not limited to chainsaws and leaf blowers.

Policies

Vehicles, Equipment, and Machinery (VE&M)

It is the policy of the Town to utilize VE&M that will achieve the largest reduction in greenhouse gas (GHG) emissions possible, while meeting the operational needs of the Town and without putting an undue financial burden on the Town. VE&M were responsible for over 80% of the Town’s direct GHG emissions in 2020. VE&M also contribute significantly to other air pollutants that are harmful to human health and the environment. Lowering emissions and costs from VE&M should be achieved by optimizing the fleet size, reducing vehicle miles traveled (VMT), reducing idle time, transitioning to AFVs, and increasing fuel economy.

Additional VE&M Policies – Fleet Maintenance

- i. Environmentally friendly products, such as recycled coolants and re-refined oils, shall be used where available when cost effective and when it will not void the manufacturer's warranty or negatively impact the vehicle's operation.

- ii. A reasonable effort shall be made to reduce or eliminate vehicle leakage of environmentally harmful substances such as coolant, oil, or fuel.
- iii. Re-treaded tires shall be purchased for large-wheeled or slow-moving vehicles, when applicable, and meet or exceed the performance requirements of a new tire.

Space Heating and Water Heating Replacements

It is the policy of the Town not to install new fossil fuel-based heating systems. Water heaters can last for a decade or more, and heating systems can continue to operate for several decades. Thus, decisions made today will either avoid, or lock in, fossil fuel use for many years to come. The significance of these decisions necessitates careful planning, potentially over multiple years. Replacement heating systems in particular should be evaluated in the context of current and future plans for the building. For example, in general buildings should be weatherized prior to replacing the heating system to avoid installing an oversized heating system. Evaluation of whether the existing heat distribution system (i.e., forced-air, steam, etc.) best meets the needs of the building is also necessary before selecting a replacement.

Ventilation

It is the policy of the Town to utilize effective and energy-efficient ventilation systems in municipal buildings wherever economically feasible. Installing new ventilation systems should be considered during building renovations or modifications, and replacing existing ventilation systems should be considered when the systems are not adequately protecting the health and safety of building occupants and/or the building, or when the existing system fails. Controls are an important piece of an effective, efficient ventilation system.

Air Conditioning

It is the policy of the Town to limit the use of air conditioning systems, and to utilize heat pump systems that can simultaneously replace or offset fossil-fuel use for heating wherever possible. Like a replacement heating system, new air conditioning systems can last for decades and should be evaluated in the context of existing and future plans for the building.

Building Modifications and New Construction

It is the policy of the Town to utilize best practices for efficiency during Building Modifications; to build all new construction to net-zero energy standards, and; not to install new fossil-fuel-based systems in new construction or Building Modifications. Modifications to existing buildings or the construction of new municipal buildings are opportunities to significantly lower the Town's energy use and greenhouse gas emissions for generations. Additionally, proper construction techniques lower or eliminate ongoing energy costs and can significantly extend the lifespan of buildings.

Small Capital Improvements

It is the policy of the Town that Small Capital Improvements are efficient and do not use fossil fuel. Small Capital Improvements should be ENERGY STAR certified and/or qualify for incentives through Efficiency Vermont, where possible.

Municipal Inventory and Reporting

It is the policy of the Town maintain an inventory of the municipal vehicle fleet, facilities, energy use, and GHG emissions, and to report on these inventories annually in the Town Report.

Procedures

1. Large Capital Improvements

For Large Capital Improvements, as defined in this Policy, a review by the Joint Thetford Energy Committee (JTEC) and the Green Procurement Review Committee is required.

1.1. JTEC Review

In August of each year, the Town Manager shall provide the JTEC with a list of all Large Capital Improvements that will be considered in the upcoming budget discussions. The JTEC shall review the list and provide recommendations to the Town Manager using the respective procedure described at Attachment A (VE&M), Attachment B (HVAC), or Attachment C (building modifications and new construction). The JTEC shall return a written summary of its recommendations to the Town Manager by no later than November 1 or as mutually agreed upon by the Town Manager and the JTEC.

1.2. Green Procurement Review Committee Assessment

The Green Procurement Review Committee will review the JTEC's recommendation, assessing the recommendation against the standards established in this Policy, as well as the ability of the recommendation to meet the town's operational needs, its cost relative to alternatives, and other factors as appropriate. The Town Manager will consider the Green Procurement Review Committee's assessment when developing a final budget proposal for the Selectboard, and shall include a written description of the Green Procurement Review Committee's assessment, approved by the Committee, as part of the final budget proposal.

2. Small Capital Improvements

For Small Capital Improvements, review by the Green Procurement Review Committee is not necessary. The Town Manager shall ensure that all requirements detailed at Attachment D are met during the procurement process.

3. Municipal Inventories

An inventory of the Town's vehicle fleet shall be maintained by the Town Manager and shall include the following information:

- I. Make, model, and year of all vehicles and equipment.
- II. Annual miles driven (or annual hours of metered equipment).
- III. Quantity of fuel consumed by fuel type.
- IV. Cost of fuel consumed by fuel type.

This inventory shall be maintained in a database of the Town Manager's choosing.

An inventory of the Town's building energy use and municipal GHG emissions shall be maintained by the IREC/JTEC. The inventory metrics should include at least the following information for Town facilities:

- I. kWh consumed and cost of electricity
- II. Gallons of fuel (if applicable) consumed and cost of fuel

This inventory shall be in Energy Star Portfolio Manager.

The municipal GHG emission inventory shall follow the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories. Inventories shall be maintained in the U.S. EPA's Local Greenhouse Gas Inventory Tool.

4. Fleet Utilization

The Town Manager will provide fleet utilization reports to the departments and the JTEC, and make recommendations about possible fleet reductions.

5. Reporting

A summary of the inventories described in section 5 shall be published annually in the Town Report. Additionally, the Town Manager, with support from the JTEC, shall report to the Selectboard annually on the Green Procurement Policy, including any decisions to amend or reject budget requests as a result of the Policy, and any proposed amendments to the Policy.

6. Exceptions

The Town Manager may waive the requirements detailed at Attachments A, B, and C for Emergency Repairs and Emergency Replacements only.

Contacts/Responsible Official

Questions related to the daily operational interpretation of this policy should be directed to:

[Insert responsible official]

Effective Date

Approved by:

Responsible Official

Title of the Responsible Official

Date

DRAFT

Attachment A - Vehicles, Equipment, and Machinery (VE&M) Procedures

1. VE&M need justified

In order to ensure that the Town does not invest in unnecessary or underused VE&M, the JTEC shall assess the need for the VE&M in consultation with the Requestor and by reviewing the utilization reports. The assessment should include a review of whether the VE&M could be shared among departments or rented.

2. VE&M sized for purpose

The JTEC should assess whether the requested VE&M could be smaller (e.g., a sedan instead of an SUV).

3. Fuel type guidelines

The default fuel-type for all VE&M replacements shall be electric. The following fuel types are ranked in order of preference:

- All-electric
- Plug-in Hybrid Electric (PHEV)
- Hybrid-electric
- Biodiesel
- Gasoline/Diesel

The JTEC should search for the vehicle type using the U.S. Department of Energy (DOE) AFV search engine, available [here](#). When searching the DOE AFV database, check electric, PHEV, hybrid-electric, and biodiesel only. The DOE database on AFVs is continuously updated and provides a comprehensive list of AFVs currently available in the U.S. market. If a suitable AFV is found, the form asks for the specific make and model. **If no AFV is found, an explanation must be given before evaluating a gasoline or diesel vehicle.**

4. Determine incentives

Determine available incentives through Efficiency Vermont, Green Mountain Power, and other funding sources.

5. VE&M compared for fuel economy (vehicles only)

If no AFV is found, only vehicles with high fuel economies will be considered. The JTEC should search for their desired vehicle type [here](#) and fill in the form with the highest fuel economy currently available on the market.

6. Submit recommendations to the Town Manager

Provide the Town Manager with a written recommendation(s) summarizing the JTEC's process and justifying the recommendation. The JTEC shall return a written summary of its recommendations to the Town Manager by no later than November 1 or as mutually agreed upon by the Town Manager and the JTEC.

Attachment B – HVAC Procedures

Space Heating and Water Heating Replacements

1. Fuel type guidelines

The following fuel types are ranked in order of preference:

- Heat pump (ductless, ground-source or geothermal, air-to-water, centrally-ducted, commercial water-source) or solar (hot water systems)
- Biomass
- Fossil fuel (**Fossil fuel is never acceptable for water heater replacements**)

2. Contact Efficiency Vermont

The Town's Efficiency Vermont representative will provide technical assistance to determine the best fuel-type, distribution (heating systems only), equipment sizing, and system efficiency. The JTEC shall include Efficiency Vermont's assessment as part of its recommendation to the Green Procurement Review Committee.

3. Determine incentives

Determine available incentives through Efficiency Vermont, Green Mountain Power, and other funding sources.

4. Submit recommendations to the Town Manager

Provide the Town Manager with a written recommendation(s) summarizing the JTEC's process and justifying the recommendation. The JTEC shall return a written summary of its recommendations to the Town Manager by no later than November 1 or as mutually agreed upon by the Town Manager and the JTEC.

Ventilation

1. Contact Efficiency Vermont

Contact Town's Efficiency Vermont representative for technical assistance to assess the need for ventilation, the appropriate type of ventilation system, and the proper controls for the system. The JTEC shall include Efficiency Vermont's assessment as part of its recommendation to the Green Procurement Review Committee.

2. New ventilation system guidelines

For the installation of a new ventilation system, only the following ventilation systems shall be considered:

- Energy recovery
- Heat recovery

3. Replacement ventilation system guidelines

For the replacement of a failed existing ventilation system, energy and then heat recovery systems should be considered unless technically or economically infeasible. Justification must be provided for a simple replacement of a non-ERV/HRV balanced system or an exhaust-only system.

4. Submit recommendations to the Town Manager

Provide the Town Manager with a written recommendation(s) summarizing the JTEC's process and justifying the recommendation. The JTEC shall return a written summary of its recommendations to the Town Manager by no later than November 1 or as mutually agreed upon by the Town Manager and the JTEC.

Air Conditioning

1. Needs Assessment

Assess whether and where air conditioning is needed.

2. Use heat pump systems

Heat pump systems should always be the first systems considered, with the goal of completely (preferable) or partially meeting the building's heating load in addition to providing cooling. If there are documented plans to replace the building's heating system in the future, and cooling is needed immediately, a room air conditioning unit (e.g., window air conditioning unit) may be considered. The unit must be ENERGY STAR certified.

3. Contact Efficiency Vermont

Contact Town's Efficiency Vermont representative for technical assistance to assess the appropriate type of air conditioning system. The JTEC shall include Efficiency Vermont's assessment as part of its recommendation to the Green Procurement Review Committee.

4. Submit recommendations to the Town Manager

Provide the Town Manager with a written recommendation(s) summarizing the JTEC's process and justifying the recommendation. The JTEC shall return a written summary of its recommendations to the Town Manager by no later than November 1 or as mutually agreed upon by the Town Manager and the JTEC.

Attachment C – Building Modifications and New Construction Policies and Procedures

1. Contact Efficiency Vermont

The JTEC shall ensure that all applicable projects (major renovations and new construction) enroll in Efficiency Vermont's Commercial New Construction Program or equivalent. For modifications that do not qualify for Efficiency Vermont's Commercial New Construction Program, the JTEC shall ensure that the Requestor involves either an Efficiency Vermont representative or a Building Performance Institute (BPI) Certified contractor or consultant.

2. Net-zero new construction

All new construction shall achieve net-zero energy on an annual basis, as defined by one of the following standards:

- **Preferred:** Achieve a net-zero certification from Efficiency Vermont through its Commercial New Construction Program (includes incentives for successfully completion)
- Achieve a HERS Index Score of ≤ 0
- Achieve PHIUS+ Certification

3. No fossil fuels

The Town shall not use fossil-fuel based systems in new construction or modifications, where the modification includes the need for replacing space or water heating systems, ovens, cookstoves, or any other appliance or system that traditionally requires combustion, under any circumstances.

4. Submit recommendations to the Town Manager

Provide the Town Manager with a written recommendation(s) summarizing the JTEC's process and justifying the recommendation. The JTEC shall return a written summary of its recommendations to the Town Manager by no later than November 1 or as mutually agreed upon by the Town Manager and the JTEC.

Attachment D – Small Capital Improvements Procedures

Appliances and Electronics

Appliances include refrigerators, washing machines, clothes dryers, dishwashers, and dehumidifiers. Electronics include computers, monitors, and televisions. Requestors shall utilize the following process for purchases of appliances and electronics.

- Clothes dryers, dehumidifiers, and refrigerators
 - Dryers shall use electricity – no gas-fired dryers shall be permitted.
 - Dryer must be on Efficiency Vermont's Qualified Products List or ENERGY STAR certified. For up-to-date listings, see the Rebates section on Efficiency Vermont's website.
 - Secure all eligible rebates through Efficiency Vermont.
- Computers, dishwashers, monitors, televisions, and washing machines
 - Must be on the ENERGY STAR Most Efficient list.
 - Secure all eligible rebates through Efficiency Vermont.

Lighting

Includes indoor and outdoor lighting. Requestors shall utilize the following process.

- For larger projects, complete a lighting power density analysis.
- All replacements shall be LED, and the lowest wattage LED replacement that achieves the desired lumens shall be utilized.
- All replacements shall be on Efficiency Vermont's Qualified Lighting Products List, if applicable, or ENERGY STAR certified if not applicable.
- For larger projects, consider contacting Efficiency Vermont for consulting services or custom incentives.
- Consider installing motion sensors and/or daylight controls.

Cooking Equipment

Includes refrigerators, dishwashers, cookstoves, ovens, steam cookers, hot food holding cabinets, fryers, griddles, and hood fans, etc. Requestors shall utilize the following process.

- All cooking equipment shall be electric.
- Contact Efficiency Vermont for consultation on appropriate equipment and design.
- Secure all eligible rebates through Efficiency Vermont.

Pumps, Motors, and Drives

- Contact Efficiency Vermont for free consultation on energy efficient replacements and energy-saving controls.

Marion Betts

From: Jesse Anderson <vermontian@gmail.com> on behalf of Jesse Anderson
Sent: Friday, April 08, 2022 12:20 PM
To: Marion Betts
Subject: Re: TRORC Representative

Follow Up Flag: Follow up
Due By: Wednesday, April 13, 2022 3:00 PM
Flag Status: Flagged

Hey Martie,

Sorry, I completely forgot to respond to this. If they haven't found anyone else yet, I guess I'll do it... Angela McCanna (also on the DRB) might be a better fit, if she's interested. I haven't spoken with her about it...

Thanks and apologies for letting this lie.

Hope you're doing well!

Jesse

On Fri, Apr 1, 2022 at 11:59 AM Marion Betts <mbetts@thetfordvt.gov> wrote:

Hi Jesse,

The Selectboard is hoping to finish up the open appointments this coming Monday. Have you decided if you wanted to continue with TRORC?

Thank you,

Martie

Marion Betts

Assistant to the Town Clerk & Selectboard

Town of Thetford

PO Box 126

Thetford Ctr. VT 05075

802-785-2922 X 120

TRORC COMMISSIONER

Responsibilities

All towns within the Two Rivers-Ottawaquechee Regional Commission (TRORC) region shall be represented on the Commission by one or two Commissioners appointed by the legislative body of the town. The TRORC Bylaws also authorize the annual appointment of up to five (5) representatives from areas of citizen interest designated by the TRORC. These Members-At-Large shall be entitled to full voting privileges. The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer.

Commissioners are responsible for determining the purpose, objectives, policies, and plans of the TRORC and for seeing that they are carried out by the Executive Committee and staff, for fixing Executive Committee responsibilities in accordance with the Bylaws; for authorizing the Chairperson and other officers to act for or on behalf of the Commission in performing delegated responsibilities; for creating adequate protocols for conducting the business of the TRORC; and in general for directing the management and control of the business, finances, property, and concerns of the TRORC.

Commissioners shall have the following duties and responsibilities:

I. General Matters

- Demonstrate commitment to TRORC mission and services
- Determine organizational purpose, goals and objectives
- Attend regular Board and annual meetings
- Possess a working knowledge of the Regional Plan and its policy direction
- Advise and facilitate management of TRORC affairs
- Promote the TRORC in the broader community
- Make policy decisions and implement those decisions within your community
- Review and approve Town Plans and confirmation
- Set regional policies and approve the Regional Plan
- Recommend model codes, ordinances and Plans to local governments
- Serve on subcommittees as requested
- Advise state and federal lawmakers on the needs of TRORC and member communities
- Report back to member Selectboards on TRORC activities

II. Policy and Procedure

- Robert's Rules of Order Revised shall govern the proceedings of the Commission
- Each town shall be entitled to cast only one vote at Commission proceedings
- At any meeting where two Commissioners are present and representing the same town, they shall be entitled to cast only one collective vote.
- Annually establish dues in accordance with a schedule and rate established by the Commission.
- Inquire into causes of major policies and procedure shortfalls.

- Committee shall carry out all decisions or actions authorized or delegated by the Commission
- Committee shall distribute minutes of its meetings for review by the Commissioners
- Committee shall inquire into causes of major policies and procedure shortfalls
- At least every two years, review this document of Committee responsibilities to make changes to meet the then current requirements of the TRORC
- Committee Chairperson and Executive Director shall prepare and present a written annual report to towns each November
- Appoint a Nominating Committee to report nominations to fill annual officer positions

III. Operations

- Recommend approval on changes in TRORC Bylaws
- Per TRORC Bylaws, act on behalf of the full TRORC Board when circumstances allow
- In conjunction with Executive Director, approve major contracts of the TRORC
- Approve significant, specific projects
- Approve the duties and limits of authority of the Executive Director
- Approve the selection of any legal counsel
- Receive reports from the Executive Director on changes in staff
- Receive reports from the Executive Director on major changes in activities or programs
- Executive Committee shall conduct an Annual Performance Appraisal of the Executive Director and shall set compensation
- Committee shall receive and review monthly financial reports

IV. Finances

- Approve changes in capital structure and basic changes in debt policy and other financial matters
- Monitor and protect the assets of the TRORC
- Approve annually capital and operating budgets. These budgets are to be administered by the Executive Director
- Approve annually the maximum limits of short-term debt, receive reports on short-term borrowings, and be advised of borrowings and lines of credit by individual banks
- Approve all long-term loans
- Review and recommend the annual operating budget
- Receive on request periodic reviews concerning conformance to major TRORC policy
- Review and recommend acceptance independent audits
- Committee Treasurer will conduct periodic financial reviews
- Committee Treasurer shall be the custodian of all TRORC monies
- Committee Treasurer or their designee shall present monthly financial statements and an annual report to the Commissioners at regular meetings
- Continue to recognize the need to insure the financial security of TRORC through development of financial reserves

Adopted by the TRORC Board of Directors on October 26, 2016.



William B. Emmons, III, Chairperson

Marion Betts

From: Bryan Gazda <bgazda@thetfordvt.gov> on behalf of Bryan Gazda
Sent: Thursday, April 14, 2022 9:54 AM
To: Marion Betts
Subject: FW: ARPA Reporting

From: Bryan Gazda <bgazda@thetfordvt.gov>
Sent: Wednesday, April 6, 2022 3:23 PM
To: Thetford Selectboard <selectboard@thetfordvt.gov>
Cc: 'Tracy Borst' <tborst@thetfordvt.gov>
Subject: ARPA Reporting

FOR INFORMATION PURPOSES ONLY – DO NOT REPLY TO ALL

Hi everyone,

Tracy and I are aware of the April 30 reporting date. Yesterday, I attended a VLCT webinar on this topic and the one item they stressed was for municipalities to take the \$10 million standard allowance under the Loss Revenue provision. This option gives us the greatest flexibility in how the funds are used and minimizes the amount of reporting documentation we will need to provide going forward.

In choosing this option, the federal government does not require any formal action by the local legislative body, but VCLT recommends a formal vote by a local legislative body as a good practice. With that, I will be asking at the April 18 SB meeting for the SB to authorize this option. Please note, this does not have anything to do with how the money is spent. It just informs the US Treasury of the provision we will be using to spend ARPA funds.

Bryan

2022 Priorities and Goals

Revised 4/8/22

ECONOMIC DEVELOPMENT

- Village Designation Grant Opportunities—Hold another informational meeting (hybrid) for the SB and all businesses and residents in designated village areas
- Explore how and if to create tax breaks for new businesses and affordable housing. (SB)
- Complete the policy and process for tax stabilization for agricultural operations. (SB)

VILLAGES and SAFE WATER

- Continue work on water systems planning (Municipal Grant)

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 breakeven (or better) status. (Town Manager & committee)
- Look at the assessment done by Lakewise and determine which suggestions to work on, putting any needed funding in next year's budget.

AIRPORT

- Ask Tina Foster and her working committee to develop a business plan for the airport that includes property tax payments, liability insurance, and lease fee (i.e. not add to tax burden).
- Have the committee present its plan to the Town Manager, the Selectboard, and the Town attorney so they can determine whether or not to accept the bequest. (SB & TM)

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)

DEPARTMENT OF PUBLIC WORKS/ROADS

- Continue to look for land for a new, expanded DPW and Transfer Station complex.
- Develop a site plan, building design, and cost estimate for a new location as well as determining how the existing facilities could be renovated and at what costs with the goal of presenting both options at Town Meeting 2023.
- Evaluate Stantec's proposed 10-year schedule for road maintenance, rebuilding, and repaving.
- Create a digital file of TRORC's *Culvert and Road Erosion Inventory* so it can easily found by the Town Manager and Selectboard members.
- 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 and OTHER TOWN BUILDINGS (not mentioned elsewhere)

- Decide if and when to follow through with suggestions for a new HVAC system and upgrades to propane furnaces, etc.
- Determine the funding source for the work on Town Hall that will move its systems off dependence on fossil fuels.
- Put the amount of funds needed in the 2023 budget and/or obtain/use grant money.
- Evaluate the condition and life expectancy of Town buildings and systems and come up with a plan to address any deficiencies.

TIMOTHY FROST BUILDING

- Fix problems requiring immediate attention such as 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.

THETFORD CENTER TOWN GREEN

- Create a map that shows what the Green has been used for, including where those were located, for historical perspective and use in future planning: playground, pick up sports games, concerts, festivals, vendors, snowmobile trails, gardening, and parking. (SEH)

CLIMATE RESILIENCE

- Climate Action Plan (created by JTEC and IREC) as it follows town plan- setting priorities. *What about it? Verb? Who?*
- Review the Thetford EV Charging Station Feasibility Study and possibly install at least one E.V. (electric vehicle) charging station in conjunction with JTEC bearing in mind that Town hybrid and EV vehicles will have to be charged, too.
- Consider ordering a second new hybrid or EV cruiser for the police department.
- Evaluate the revised Green Procurement Policy. (SB)

TOWN COMMUNICATIONS

- 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.
- Ensure that all Town committees and commissions are keeping their information on the Thetford website up-to-date and following all aspects of OML. (SB)

EMERGENCIES

- Continue to work with Thetford's Emergency Management Director on standard operating procedures, including how residents will learn about road closures and other emergencies, bearing in mind that some residents do not have cell service or internet at their homes or in other areas of town.
- Explore possibly using some ARPA state funds to help lower income residents connect to internet services to ensure they can at least get notices about emergencies in town.
- Develop/update the Emergency Alert System to include mixed communication methods such as robo calls, text messages, email, neighborhood captains, etc. (See bullet #1.)
- Set up VT Emergency Alert Training for SB, Town Manager, and staff.

SAFETY and CLIMATE

- Address concerns with speeding and speed limits all over town. Evaluate reducing 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.
- Work with the Town Manager and police chief to create a Restorative Justice Thetford Panel/Committee to help reduce conflict that has potential to escalate into criminal acts and increased community violence.

TOWN POLICIES and COMMITTEE CHARGES

- 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.
- Review, and if necessary, update all committee and commission charges. (SB)
- Research and possibly revise the Dog and Wolf/Hybrid ordinance to include parameters of what abuse of animals includes and the legal ordinances to enforce. (SB)
- Update existing Town policies to reflect Thetford's change to a town manager form of government. (SB)
- Update the Committee Handbook (SB)

BUDGET, WAGES, BENEFITS, and REVENUE

- Evaluate the pros and cons of transitioning the Town to a fiscal, rather than calendar, year.
- 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.
- Explore changing the petition requirement for social service organizations requesting an appropriation from the Town. (For example, *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. In this case petitions would only be required if the SB declined to warn the request.) (SB)

ARPA FUNDS

- Research how other towns made spending decisions of ARPA funds.
- Elicit ideas from the community as to how the funds should be used.
- Determine how ARPA funds will be used and create a time-table.

HOUSING

- Work on ways to get more housing built in Thetford. (Housing Committee, Zoning, etc.)
- Look into the wisdom/feasibility of tax stabilization to encourage additional housing stock. (SB)

LAKE FAIRLEE DAM and 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.
- Sort out the number of Thetford representatives on the Tri-Town Commission. (SB)

OTHER

- Explore a green burial option for our cemeteries and private lands. (SB)

Who Does the Following?

- Stay on top of the monitoring for PFAS and the BRELLA process for the former Post Mills landfill site.
- Make and follow a plan for monitoring ash trees for the Emerald Ash Borer. (Conservation Commission?)

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

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

Selectboard Regular Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, April 4th, 2022 7:00 PM

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3
4
5

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

Others present: Town Manager Bryan Gazda (via Zoom), Town Clerk/Treasurer Tracy Borst (via Zoom), Town Attorney Brian Monaghan (via Zoom), Selectboard Assistant Martie Betts

Contributing community members: Melissa Krzal, Tammy Hazlett, Melanie French

10

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

11

1. Agenda Review

No changes to the agenda.

13

2. Town Manager Report – Bryan Gazda

1. Open Lister Position Update

Four residents have expressed an interested in the open Lister position. The Selectboard will be scheduling interviews next week.

17

2. Thetford Water Study Update

Bryan said the first public forum was held last Thursday and 38 individuals attended. One hundred and twenty letters were sent out to residents and businesses in the village designated centers. The committee had also come up with a list of twenty questions which Bryan put into a survey on SurveyMonkey.com. There is a link to the survey on the website and it will be posted on the listserv as well. Bryan would like to encourage all residents to take the survey whether or not they are in the village designated centers or on a community system. That information will help determine the scope of work.

21

3. Other

Bryan said he had been put in touch with some people at CRREL (Cold Regions Research and Engineering Laboratory), in Hanover. Bryan met with Charlie Smith who looked at the roads in town and made good recommendations. Bryan will also be meeting with Mr. Eaton on Wednesday to discuss a project that might qualify for federal funding. The key will be to find a way to repair the roads, so the fines (very small particles) don't rise up and cause the muddy conditions. Bryan hopes to have an update on the costs at the next meeting for work done due to this year's road conditions.

29

Li Shen said that Charlie Smith had said the fines should not rise up into the gravel and at the last meeting Bryan Ruoff mentioned some type of geo-textile being put down on the roads. Is that what will prevent the sand from going up into the water?

37

Bryan said that the textile that Charlie Smith talked about was a wicking fabric. It has small capillaries in it that wick the water away. The website for that material is called TenCate and this is the fabric we should be using. Bryan said he is learning that the percentage of fines that are in the stone is very important. Charlie's recommendation is no more than 5% of the volume of material.

41

42

43

44



Town of Thetford Vermont

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1 Sharon asked about an email that she forwarded to Bryan from a resident who suggested that her
2 road would be better if it wasn't graded every spring. Sharon asked Bryan to speak to that theory.
3 Bryan said he did discuss it with road foreman Dale Lewis, and it's really on a road-by-road
4 basis. If a road doesn't break down during mud season to the degree where it needs to be graded,
5 then maybe we should stay off it.

6

7 **3. Public Comment**

8 Melissa Krzal asked about the discussion of the alleged Open Meeting Law violation being in
9 executive session. She noted that the town attorney was at the meeting and wanted to know if he
10 had submitted his opinion.

11 Sharon said they were going to discuss it with him during executive session because it would be
12 considered attorney/client privileged information.

13 Melissa said she didn't understand how it could be considered attorney/client privileged
14 information when it's about a public meeting.

15 Mary Bryant thanked DPW foreman Dale Lewis and his crew for working 22 days straight. She
16 noted that a lot of people have expressed great gratitude to the road crew for the work they have
17 done. Mary said she was wondering if there was anything that could be done to support the DPW
18 now and in the future should another emergency arise.

19 Dale Lewis said he would like to thank everyone for the support and positive comments. The
20 crew is trying to do their best, and they appreciate everyone for their patience. People have been
21 bringing in cookies and other things and it's greatly appreciated. Their continued support by
22 waiting patiently until we get the roads done means a lot.

23 Dale also wanted to give a big thank you to Bryan Gazda and the Selectboard for all the support.
24 It means a great deal to all the crew.

25

26 **4. Continued Appointment of Officials**

27 **Motion** by Sharon Harkay that we have Bill Murphy continue as tree warden for another year.

28 **VOTE:** All in Favor (5-0-0). **Motion passed.**

29

30 **5. Possible Approval of Stowell Bridge Service Contract with Stantec**

31 Bryan Gazda said that the grant application was put in last year and it needs to be completed by
32 this year. There has been a slight increase in the engineering costs. The amount of the grant is
33 \$149,553.00 and our local share is about \$19,000.00. It is anticipated that the bridge will be
34 closed for 4 to 6 weeks.

35 Li Shen asked which fund would be used and Bryan said there should be money in the structures
36 fund.

37 Mary asked if Bryan was confident that he would get at least three bids for the project, as the
38 procurement policy requires them.

39 Bryan noted that the policy specifies projects over \$250,000.00, so while this project doesn't
40 meet the monetary threshold it's the right thing to do. He couldn't say if they would receive
41 three.

42 **Motion** by Sharon Harkay that we authorize the additional services contract from Stantec in the
43 amount of \$25,878.00 for the work they will be doing with the Stowell Road Bridge design and
44 construction and authorize the Town Manager to sign. **VOTE by Roll Call:** Mary Bryant – in



Town of Thetford Vermont

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1 favor, Steve Tofel – in favor, Li Shen – in favor, David Goodrich – in favor, Sharon Harkay – in
2 favor. **Motion passed.**

3

4 6. 2022 Selectboard Priorities

5 The Selectboard reviewed and discussed the priority list compiled by Selectboard members and
6 suggestions from the public. Discussion items included roads, the Timothy Frost building, the
7 condition of the current town garage and pursuing land for a new town garage, the HVAC
8 system at Town Hall – cost effective versus no dependence of fossil fuels, town policies, and
9 more.

10 During a discussion of AARPA funds, Tammy Hazlett discussed the need for funding for the
11 early childhood educators in Thetford. Tammy said that the childcare crisis is not just in our state
12 but in every state. Her goals are to keep the providers that we have in business and find ways to
13 increase the capacity of those providers. Tammy said the number of children that are not getting
14 care in Orange County is high. Her wait list is the longest it's been in 20 years. She suggested
15 forming some sort of committee, who would develop a way to help our programs and our
16 community address this issue. Tammy said she could get additional information to Bryan Gazda.
17 Bryan said he was hoping to have a public forum on AARPA funds by the end of May. He said
18 there may already be state programs to help with the childcare issues and that those should be
19 researched and used first.

20 Sharon pointed out that these are one-time funds and they should carefully consider putting the
21 money into something that doesn't need to be sustained.

22 Melanie French, an early education provider, said if state funding makes more sense than using
23 AARP funds than they should use those. The more we work together the more it will benefit
24 everyone.

25 Tracy Borst suggested that the list of priorities be divided between the Selectboard and Town
26 Manager. Tracy felt that the AARPA funding needs to be pretty close to the top of the list, and
27 the conversations should start about what the town wants to do with that funding. Tracy also felt
28 the wage matrix should be a priority as they ran into problems trying to hire because of that last
29 year. Tracy said it would be beneficial to determine if the priorities are going to focus on the
30 budget numbers or environmental concerns.

31 Bryan said in reading through the list there are a lot of items that we would consider doing
32 anyway. He suggested that he and Sharon could sit down and really delineate between the
33 Selectboard and Town Manager items with an emphasis on things that could get done this year.
34 Sharon agreed and said she wanted to point out that there were a lot of good suggestions from
35 residents, but some might not fall under the responsibilities of the town.

36

37 7. Warrants and Minutes

38 **Motion** by Mary Bryant that we accept the amended Selectboard meeting minutes of March 21st,
39 2022. **VOTE; All in favor (5-0-0). Motion passed.**

40

41 #6.2 \$45,199.57

42 #13.3 \$275.00

43 #6.4 \$25,145.01

44 #15.1 \$177.12



Town of Thetford Vermont

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1 #14.1 \$2,235.91

2 **Motion** by David Goodrich to accept the warrants as presented. **VOTE; All in favor (5-0-0).**

3 **Motion passed.**

4

5 **8. Possible Executive Session, Discussion of confidential attorney-client**
6 **communications related to the Post Mills Airport and to the charge that the**
7 **Selectboard violated OML during its executive session on February 14th, 2022,**
8 **pursuant to 1 V.S.A. § 313(a)(1).**

9 Sharon Harkay **moved** to find that premature, general public knowledge of attorney/client
10 privilege would clearly place the town involved to suffer a substantial disadvantage. **VOTE; All**
11 **in favor (5-0-0). Motion passed.**

12 **Motion** by Sharon Harkay that we enter executive session to discuss the confidential attorney/
13 client matters pursuant to 1 V.S.A. § 313(a)(1), and to invite Town Manager Bryan Gazda and
14 Town Attorney Brian Monaghan to the session. **VOTE; All in favor (5-0-0). Motion passed.**

15 No action taken on the matter of the Post Mills Airport.

16 **Motion** by Steve Tofel that the Selectboard authorize the Selectboard chair to write a letter
17 stating that no action will be taken on the alleged Open Meeting Violation and by default that
18 lack of action is a denial. **VOTE; All in favor (5-0-0). Motion passed.**

19

20 **9. Adjourn**

21 **Motion** by Steve Tofel to adjourn the Selectboard meeting at 9:17 PM. **VOTE; All in favor (5-**
22 **0-0). Motion passed.**

23

24



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Selectboard Special Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, April 11th, 2022 6:30 PM

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Selectboard members present: Sharon Harkay (chair), Li Shen (vice chair), Mary Bryant, David Goodrich, Steve Tofel
Others present: Selectboard Assistant Martie Betts

Sharon Harkay called the meeting to order at 6:32 PM.

1. Lister Candidate Interviews

Anticipated Executive Session to interview candidates for the open Lister position pursuant to 1 V.S.A. 313(a)(5).

Motion by Sharon Harkay to enter Executive Session to discuss possible employment of a Lister pursuant to 1 V.S.A. § 313(a)(5). **VOTE:** All in Favor (5-0-0). **Motion passed.**

Motion by Sharon Harkay to exit Executive Session and go into regular session at 9:02 PM. **VOTE:** All in Favor (5-0-0). **Motion passed.**

Motion by Mary Bryant that the Selectboard chair contact Candidate #2 and ask the candidate if they will accept the Listers position. **VOTE:** All in Favor (5-0-0). **Motion passed.**

2. Adjourn

Motion by Steve Tofel to adjourn the special meeting at 9:03 PM. **VOTE:** All in Favor (5-0-0). **Motion passed.**