



# Town of Thetford Vermont

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

## Selectboard Regular Meeting Minutes

**VIRTUAL ONLY**

Monday, June 6<sup>th</sup>, 2022 7:00 PM

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

Others present: Town Manager Bryan Gazda, Town Clerk/Treasurer Tracy Borst, Chief Michael Scruggs, Bryan Ruoff with Stantec, Selectboard Assistant Martie Betts

Sharon Harkay called the meeting to order at 7:03 pm.

### 1. Agenda Review

Agenda item #6 will be moved to the June 20<sup>th</sup> meeting.

### 2. Town Manager Report – Bryan Gazda

#### 1. Treasure Island Update – discussed as the last item in TM report.

Bryan reported that 2 new buoys are in, and concrete anchor pads have been set for the dock. There are new ropes that the gate attendants and lifeguards can string up. The regular full time summer schedule will start this weekend.

Li Shen expressed concerns about being informed late last week that trails are being built with the help of the Upper Valley Trail Alliance. This surprised Li because she didn't remember the Selectboard finalizing or agreeing to trails there, as it is a very ecologically important area. Li pointed out that the Conservation Commission came to the Selectboard to discuss their pollinator garden project and to seek approval.

Sharon Harkay said the Treasure Island Exploratory Committee brought a report to the Selectboard and asked if they could present it during Town Meeting. This was denied by the Selectboard, and the project just moved forward. Bryan has been apprised of their plans.

Bryan agreed that he was aware of what was taking place and because of timing, the project moved forward.

Mary Bryant said she didn't see anything wrong with the project. If Li is concerned about the process, it should be an agenda item.

Steve Tofel agree that he didn't see anything wrong and was not concerned about how we got here.

David Goodrich said he is fine with it.

David Roth, chair of the Treasure Island Exploratory Committee, gave a brief explanation of what has been done to get ready to open Treasure Island, and why they want to create more trails.

Sharon Harkay said this topic would be on the agenda for June 20<sup>th</sup>. David Roth expressed concerns that it may be too late to cancel the Upper Valley Trails Alliance.

#### 2. Veteran's Park Flagpole Dedication – Logan Protzman Eagle Scout Project

Bryan wanted to give recognition to Logan Protzman, who installed a telescoping flagpole at Memorial Park in Post Mills as an Eagle Scout project. There was a dedication on Memorial Day.



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### 3. Pedestrian – Bike Grant Update

Bryan said he has received signs and the sharrow template. They are planning to have the work done by the end of the month.

### 4. Pay Equity Study Update

Bryan said he was unable to have the job descriptions ready for an upcoming meeting but will go ahead with it anyway. This does not include an overhaul of the wage matrix.

Mary said a lot of thought went into adjusting the salaries to make things more equitable for town employees this year.

### 5. ARPA Funding Presentation

Katie Buckley from the Vermont League of Cities and Towns (VLCT) will give a presentation to the Selectboard on June 27<sup>th</sup> at 7:00 PM. This is more of an outline of the ARPA program and not intended to get into the nuts and bolts of what we'll spend the money on. Bryan hopes to get a survey prepared for residents to submit their thoughts.

### 6. Other

Bryan wanted to thank David Roth and all of the other individuals for financial support to get things done at Treasure Island.

Bryan also wanted to point out that today is D-Day, which was 78 years ago.

### 3. Public Comment

No public comment.

### 4. Anticipated Appointment to the Planning Commission

**Motion** by Sharon Harkay that we appoint Cynthia Shelton to the Thetford Planning Commission for a 3-year term, ending in 2025. **VOTE by roll call:** Steve Tofel – in favor, Li Shen – in favor, Mary Bryant – in favor, David Goodrich – in favor, Sharon Harkay – in favor.

**Motion passed.**

### 5. Consideration of Award for Latham Road with Bryan Ruoff of Stantec

Bryan Ruoff shared his screen to review 3 bids that were received for the Latham Road project. At this time the recommendation is for the base bid to be awarded to the low bidder, Northwoods and to do the ad alt after the fact.

**Motion** by Sharon Harkay to approve the Northwoods bid for the Phase 2 portion of the Latham Road project for \$1,041,836.00, and to authorize the Town Manager to sign any necessary documents for the project. **VOTE by roll call:** Steve Tofel – in favor, Li Shen – in favor, Mary Bryant – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

### ~~6. EEI Proposal for HVAC for the Original Section of Town Hall~~

### 7. Acceptance of VTrans SY 22-23 Roads-in-Aid Grant Program

**Motion** by Li Shen to authorize Bryan Gazda to submit the application for the VTrans SY 22 – 23 Roads-in-Aid Grant and to sign the letter. **VOTE by roll call:** Steve Tofel – in favor, Li Shen – in favor, Mary Bryant – in favor, David Goodrich – in favor, Sharon Harkay – in favor.

**Motion passed.**



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## 8. Review and Discussion of Draft Facility Use Policy

Sharon said the last Facility Use Policy was adopted in 2009. Bryan said the draft is taken from the VLCT model policy for facility use. There is a question about maximum occupancy as we don't have anything on file for Town Hall. The policy for Treasure Island would depend on what people are going to do.

Sharon suggested going through the policy page-by-page and do a comparison with the current policy.

Tracy Borst mentioned a time when Town Hall was being rented and a police matter came up. Chief Michael Scruggs said they tend to process people in Bradford now. Tracy wondered about the process for renting town facilities, who will be letting people in, who is passing out the key, checking for cleaning, holding a deposit and then returning it.

There was discussion about paying for the use of the Thetford Center Green, alcohol use and requiring people to obtain insurance.

The Selectboard will send comments to Bryan who will continue to work on the policy.

## 9. Review and Discussion of Draft Delinquent Tax Policy

Bryan said that this was also a VLCT model policy. The current policy is from 1991.

There was discussion about the timeline in the VLCT model.

Steve Tofel said he wondered why the payment arrangements were for payment in full. That seems to take away discretion of tax collector and seems limiting to what we can consider.

Mary Bryant said it just seems incredibly harsh, especially the section that states the tax collector will notify the tax holder and sell their house and property.

Tracy said the sale was not immediate, that there is a redemption period. The last tax sales were in 2018. Some things did not sell. After the last delinquent tax collector left, Tracy has been collecting payments. There has been some success with state program. Tracy agreed that this policy does seem harsh in light of what's been done for the last few years. How do we plan to transition to this policy and who is going to take responsibility for it?

Sharon said as Town Manager, it is Bryans job to make sure this is done.

Bryan said the first step is to get the policy updated. At the end of the day, the money goes to the treasurer.

No action was taken.

## 10. Adoption of Green Procurement Policy

**Motion** by Mary Bryant to adopt the revised Green Procurement Policy. **VOTE by roll call:** Mary Bryant – in favor, Li Shen – in favor, Steve Tofel – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

## 11. Warrants and Minutes

#CT-2022.001	\$92.00
#CT-2022.002	\$26.50
#20.1	\$11,180.13
#21.1	\$118,867.00
#21.1A	\$20,071.27
#22.1	\$1,661.24



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#23.1	\$825,940.26
#9.2	\$86,714.86
#10.2	\$9,287.70
#11.2	\$8,696.02
#17.3	\$1,850.00
#18.3	\$467,682.72
#19.3	\$778.77
#9.4	\$22,978.40
#10.4	\$21,834.00
#11.4	\$22,820.60

**Motion** by Sharon Harkay to accept the warrants as present. **VOTE by roll call:** Mary Bryant – in favor, Li Shen – in favor, Steve Tofel – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

**Motion** by Sharon Harkay to accept the minutes of the May 16<sup>th</sup>, 2022, regular Selectboard meeting, as edited. **VOTE by roll call:** Mary Bryant – in favor, Li Shen – in favor, Steve Tofel – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

## 12. Adjourn

**Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 9:48 PM. **VOTE by roll call:** Mary Bryant – in favor, Li Shen – in favor, Steve Tofel – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**