



# Town of Thetford Vermont

3910 Vermont Route 113 • P.O. Box 126 • Thetford Center, VT 05075  
802-785-2922 • [thetfordvermont.us](http://thetfordvermont.us)

**Selectboard Regular Meeting \*Draft\* Agenda**  
**Thetford Town Offices**  
**(w/Virtual Attendance Option)**  
Monday, August 1, 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) Post Mills Airport Update
  - b) Latham Road Project Update
  - c) Sayre Bridge Repair
- 3) Public Comment
- 4) Update from Conservation Commission; Jim McCracken
- 5) Zoning Bylaw Revision Regarding Accessory Dwelling Units; David Forbes
- 6) Setting of the 2022 Tax Rate
- 7) Discussion of ARPA Funds Survey Formats
- 8) Possible Adoption of Revised Facilities Use Policy
- 9) Consideration to Approve Water Study Agreement – Stantec Consulting Services
- 10) Caterer Request for Liquor License
- 11) Warrants and Minutes (4 meetings)
- 12) Anticipated Executive Session Regarding Negotiating or Securing a Real Estate Purchase or Lease Option (Initial Discussion) pursuant to 1 V.S.A. §313(a)(2).
- 13) Adjourn

## Marion Betts

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**From:** DC Forbes <vtervuren@gmail.com> on behalf of DC Forbes  
**Sent:** Thursday, July 07, 2022 7:46 AM  
**To:** Sharon Harkay  
**Cc:** Elizabeth Horan; Cynthia Shelton; Lilian Shen; Thetford Planning; Jeff Jamele; Tim Taylor; Sarah Martel

**Categories:** Follow Up, Selectboard

Good morning,

At our meeting on July 5th, the Thetford Planning Commission unanimously voted to recommend the following changes to the Thetford Zoning Bylaw:

The Planning Commission requests that the Thetford Selectboard place this item on its upcoming Agenda for review, and vote on the recommendation(s) outlined below....

Thanks,  
David C. Forbes  
Chair, Thetford Planning Commission

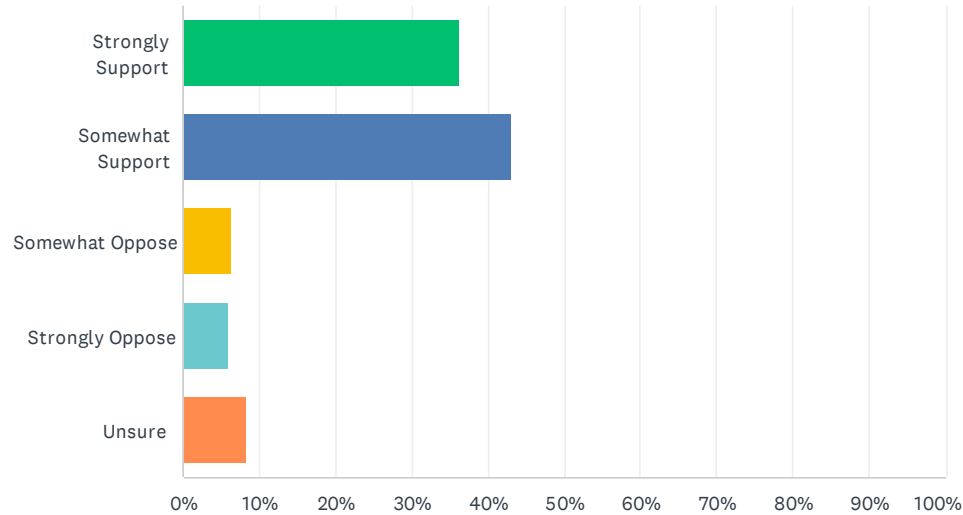
### 8. Zoning Bylaw Revision (Section 5.10, section C 3-6; Permitting and Site Plan

#### Approval) – Accessory Dwelling Units\*

- a. All Accessory Dwelling Units in all zones are permitted uses.
- b. There shall be site plan approval for dwelling units that are outside the principal dwelling. Such units shall comply with section 6.05 (Site Plan Review) and section 6.04 (General standards).
- c. Remove Section 5.10 Accessory Dwelling Units, section C, 3-6.

**Q1 Would you support using ARPA funds to implement necessary stormwater upgrades identified in the 2018 Underhill Stormwater Master Plan, which will improve the water quality of our local streams and rivers and Lake Champlain - you can vote on the individual projects on the next page.**

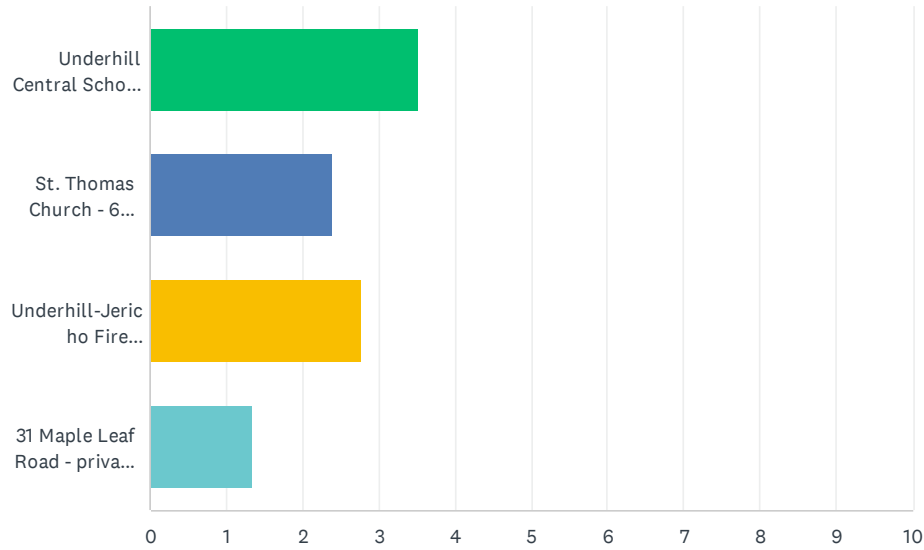
Answered: 358 Skipped: 14



ANSWER CHOICES	RESPONSES	
Strongly Support	36.31%	130
Somewhat Support	43.02%	154
Somewhat Oppose	6.42%	23
Strongly Oppose	5.87%	21
Unsure	8.38%	30
<b>TOTAL</b>		<b>358</b>

Q2 Should the Town use ARPA funds for Stormwater upgrades, please rank in order of preference the priority Stormwater projects as identified in the 2018 Underhill Stormwater Master Plan, with 1 being the most desirable and 4 being least.

Answered: 310 Skipped: 62

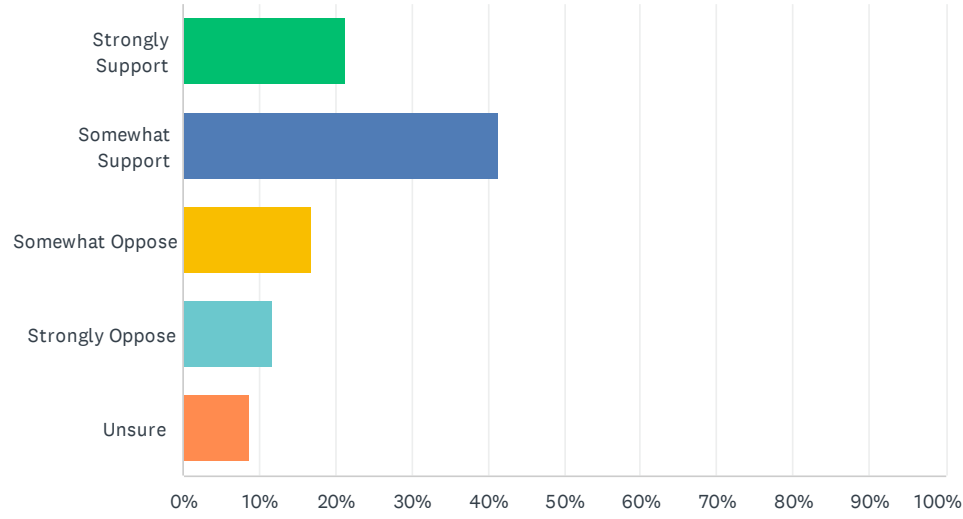


	1	2	3	4	TOTAL	SCORE
Underhill Central School - 6 Irish Settlement Rd.	62.21% 186	27.76% 83	9.36% 28	0.67% 2	299	3.52
St. Thomas Church - 6 Pleasant Valley Rd.	11.19% 33	28.47% 84	48.81% 144	11.53% 34	295	2.39
Underhill-Jericho Fire Department - 420 VT Route 15	24.58% 74	36.54% 110	30.56% 92	8.31% 25	301	2.77
31 Maple Leaf Road - private residence.	2.68% 8	7.69% 23	10.37% 31	79.26% 237	299	1.34



### Q3 Do you support the Town using ARPA funds to upgrade the meeting space in the Town Hall?

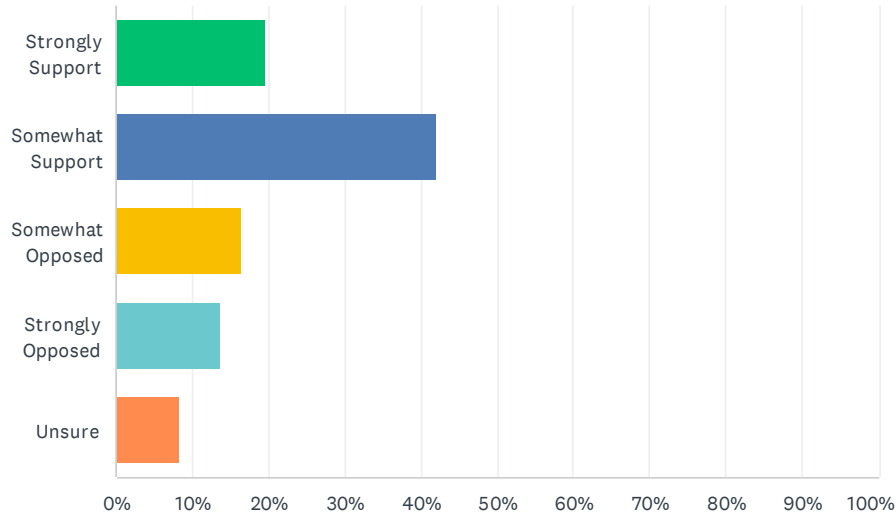
Answered: 322 Skipped: 50



ANSWER CHOICES	RESPONSES	
Strongly Support	21.43%	69
Somewhat Support	41.30%	133
Somewhat Oppose	16.77%	54
Strongly Oppose	11.80%	38
Unsure	8.70%	28
<b>TOTAL</b>		<b>322</b>

### Q4 Do you support the Town using ARPA funds to upgrade the Town's website to increase ease of use?

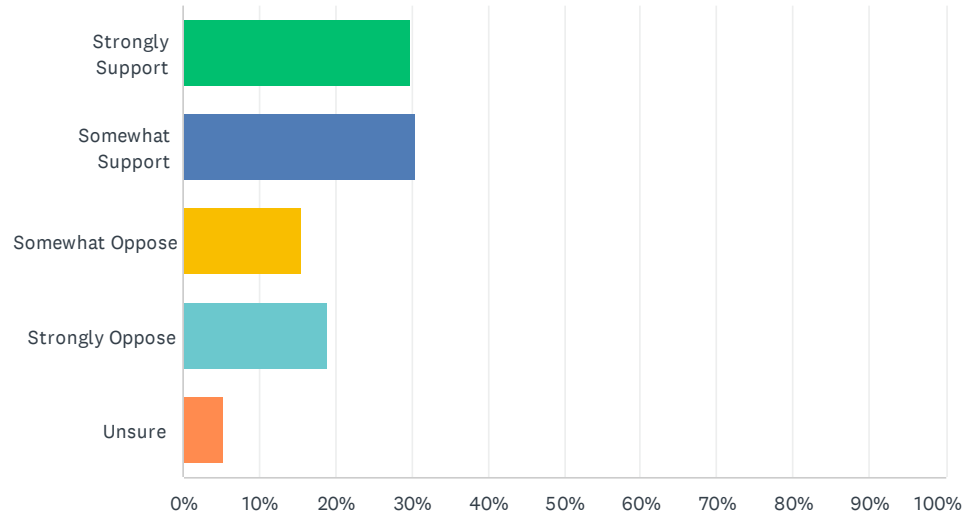
Answered: 322 Skipped: 50



ANSWER CHOICES	RESPONSES	
Strongly Support	19.57%	63
Somewhat Support	41.93%	135
Somewhat Opposed	16.46%	53
Strongly Opposed	13.66%	44
Unsure	8.39%	27
<b>TOTAL</b>		<b>322</b>

### Q5 Do you support the Town using ARPA funds to supply schools and daycares in Town with personal protective supplies and support in implementing COVID-19 mitigation strategies?

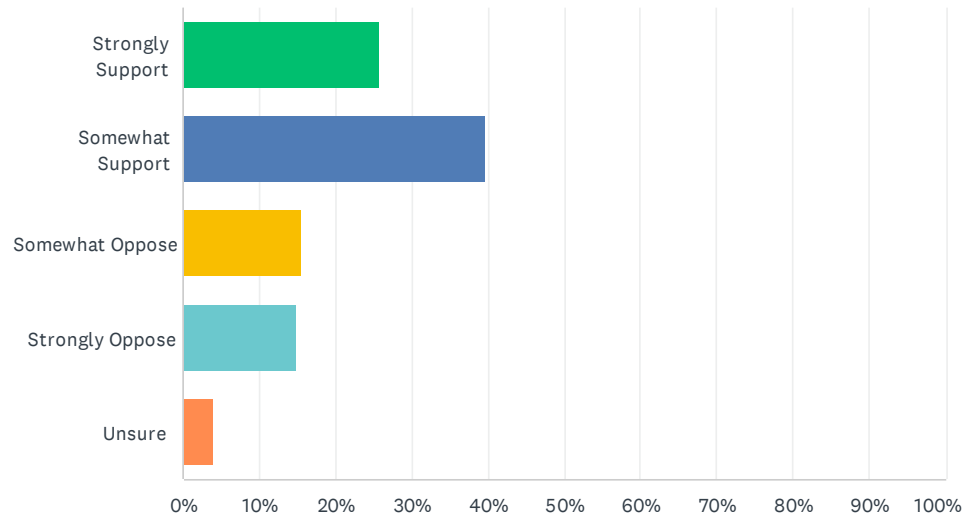
Answered: 322 Skipped: 50



ANSWER CHOICES	RESPONSES	
Strongly Support	29.81%	96
Somewhat Support	30.43%	98
Somewhat Oppose	15.53%	50
Strongly Oppose	18.94%	61
Unsure	5.28%	17
<b>TOTAL</b>		<b>322</b>

### Q6 Do you support the Town using ARPA funds to provide needs based household assistance to residents for energy efficiency measures?

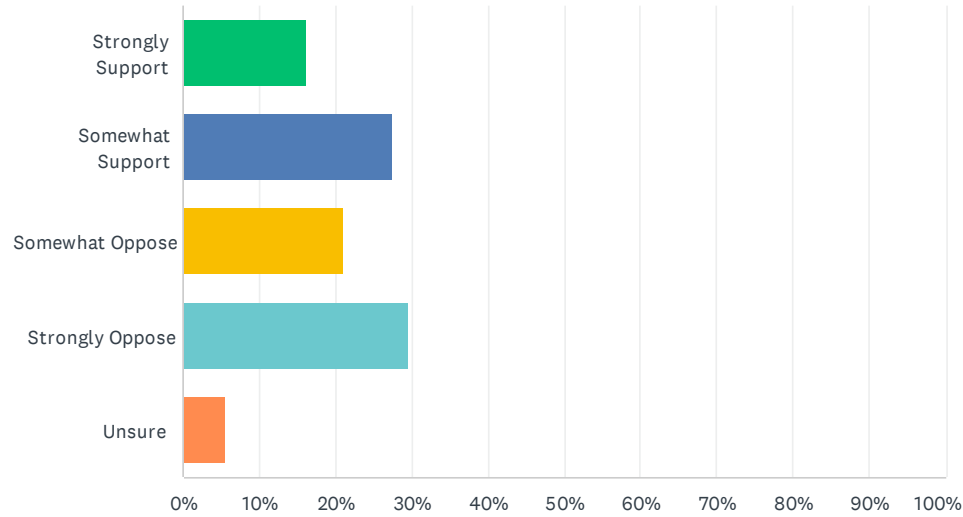
Answered: 322 Skipped: 50



ANSWER CHOICES	RESPONSES	
Strongly Support	25.78%	83
Somewhat Support	39.75%	128
Somewhat Oppose	15.53%	50
Strongly Oppose	14.91%	48
Unsure	4.04%	13
<b>TOTAL</b>		<b>322</b>

### Q7 Do you support the Town using ARPA funds to provide needs based household assistance to residents for mortgage, rent, utilities, etc.?

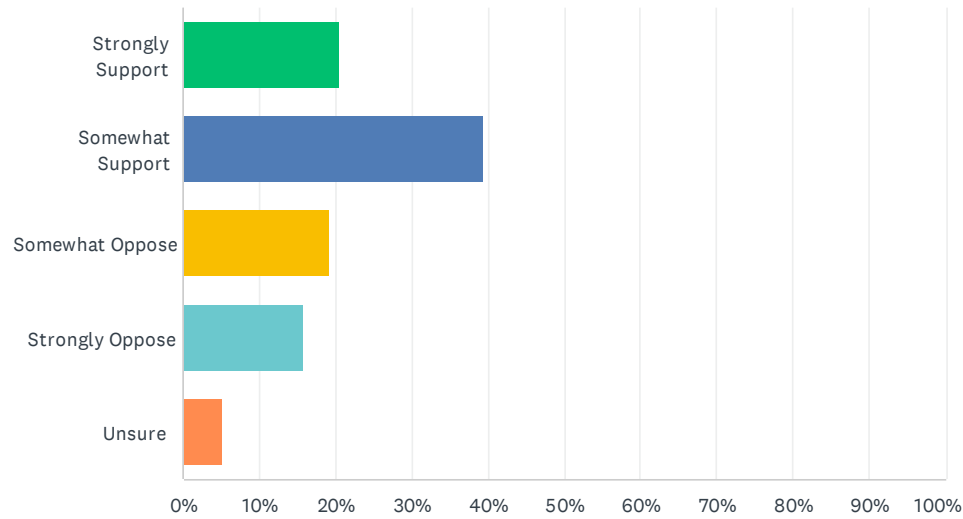
Answered: 321 Skipped: 51



ANSWER CHOICES	RESPONSES	
Strongly Support	16.20%	52
Somewhat Support	27.41%	88
Somewhat Oppose	21.18%	68
Strongly Oppose	29.60%	95
Unsure	5.61%	18
<b>TOTAL</b>		<b>321</b>

### Q8 Do you support the Town using ARPA funds to provide assistance to local businesses impacted by the pandemic?

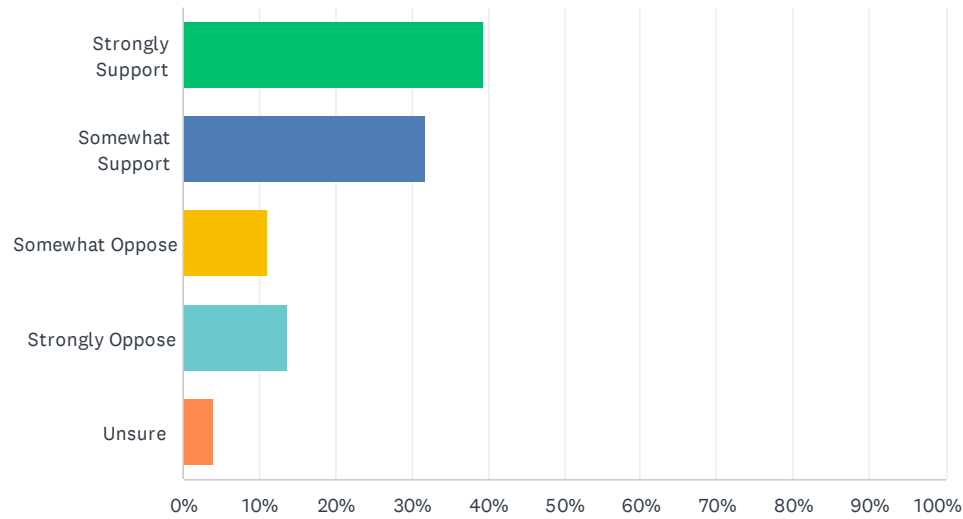
Answered: 317 Skipped: 55



ANSWER CHOICES	RESPONSES	
Strongly Support	20.50%	65
Somewhat Support	39.43%	125
Somewhat Oppose	19.24%	61
Strongly Oppose	15.77%	50
Unsure	5.05%	16
<b>TOTAL</b>		<b>317</b>

### Q9 Do you support the Town using ARPA funds to support after-school programs for low-income residents?

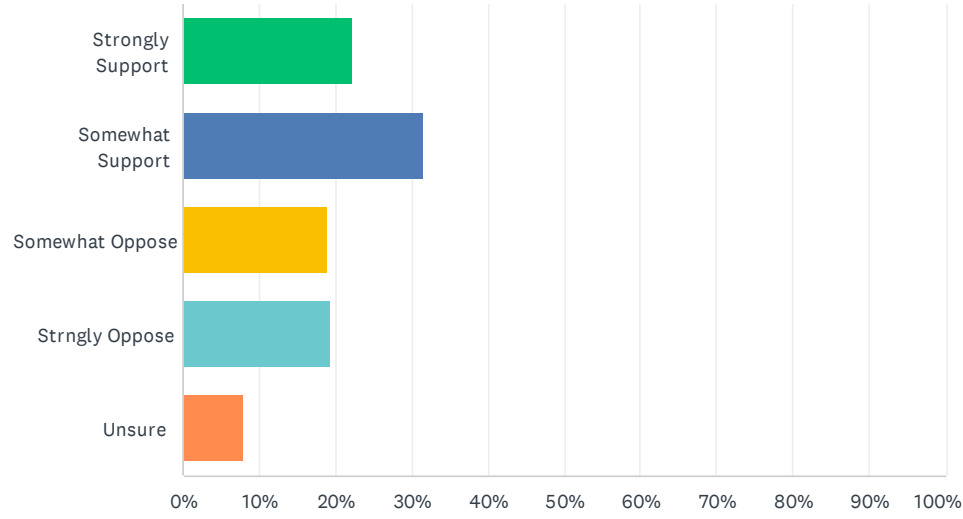
Answered: 317 Skipped: 55



ANSWER CHOICES	RESPONSES	
Strongly Support	39.43%	125
Somewhat Support	31.86%	101
Somewhat Oppose	11.04%	35
Strongly Oppose	13.56%	43
Unsure	4.10%	13
<b>TOTAL</b>		<b>317</b>

### Q10 Do you support the Town using ARPA funds to provide essential worker premium pay?

Answered: 316 Skipped: 56

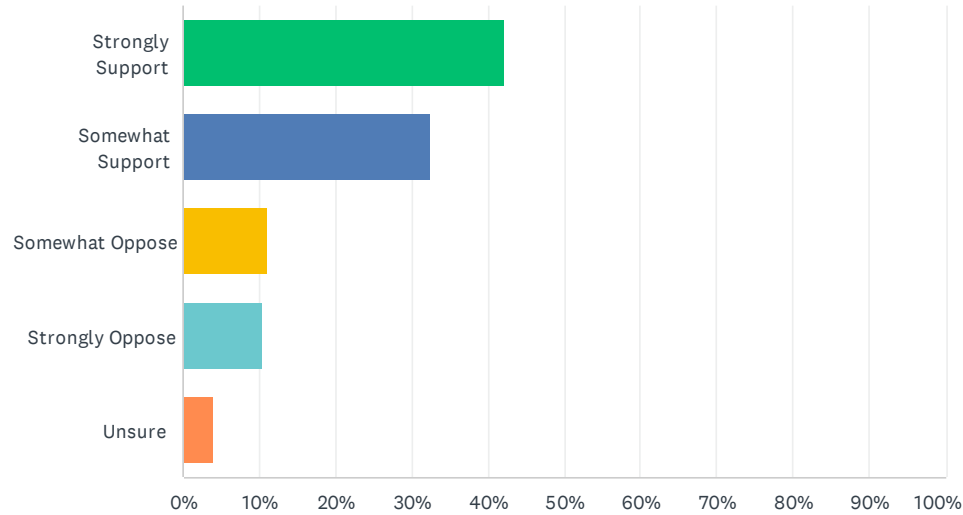


ANSWER CHOICES	RESPONSES	
Strongly Support	22.15%	70
Somewhat Support	31.65%	100
Somewhat Oppose	18.99%	60
Strngly Oppose	19.30%	61
Unsure	7.91%	25
<b>TOTAL</b>		<b>316</b>



### Q11 Do you support the Town using ARPA funds, if eligible, to pay for eligible deferred maintenance at the Underhill Central School?

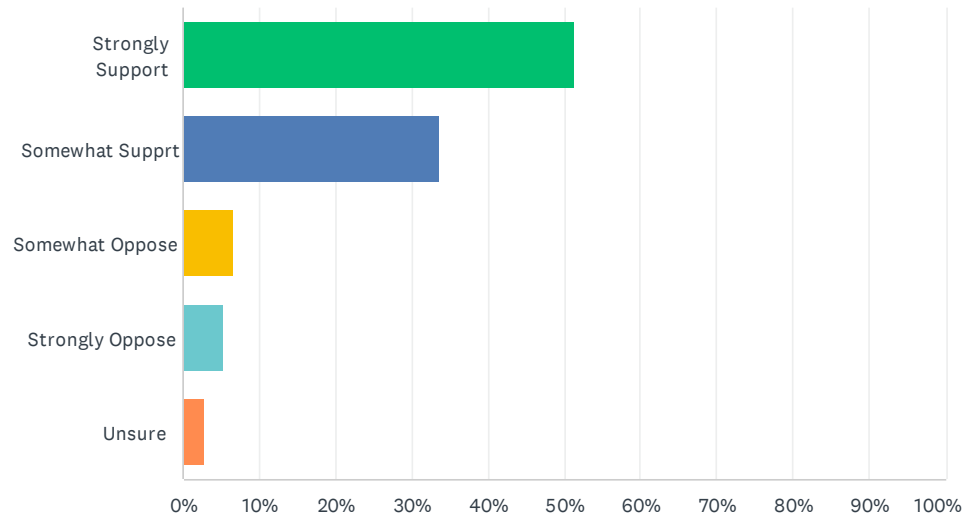
Answered: 318 Skipped: 54



ANSWER CHOICES	RESPONSES	
Strongly Support	42.14%	134
Somewhat Support	32.39%	103
Somewhat Oppose	11.01%	35
Strongly Oppose	10.38%	33
Unsure	4.09%	13
<b>TOTAL</b>		<b>318</b>

### Q12 Do you support the Town using ARPA funds to implement broadband infrastructure upgrades for unserved and underserved residents

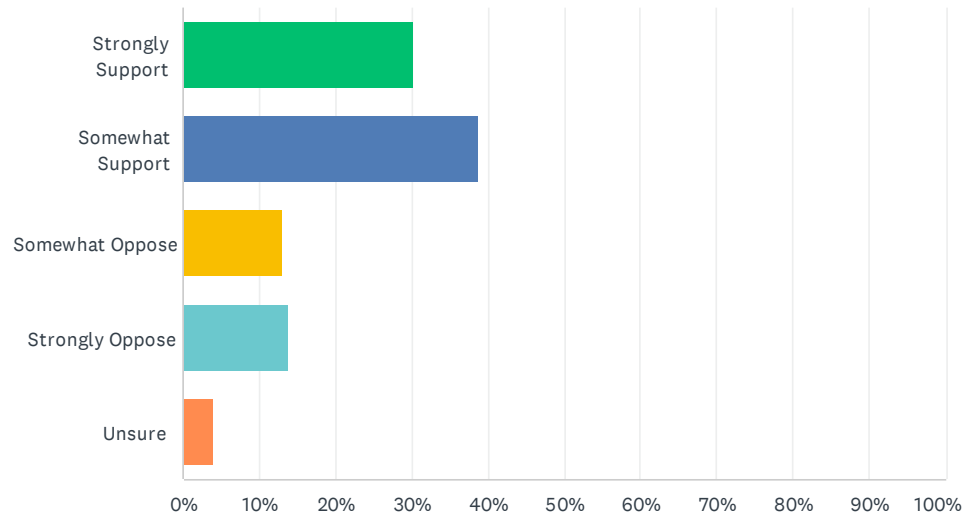
Answered: 317 Skipped: 55



ANSWER CHOICES	RESPONSES
Strongly Support	51.42% 163
Somewhat Support	33.75% 107
Somewhat Oppose	6.62% 21
Strongly Oppose	5.36% 17
Unsure	2.84% 9
<b>TOTAL</b>	<b>317</b>

### Q13 Do you support the Town using ARPA funds, if eligible, for Town Pond upgrades - e.g. replace fencing, upgrade parking, new play structure.

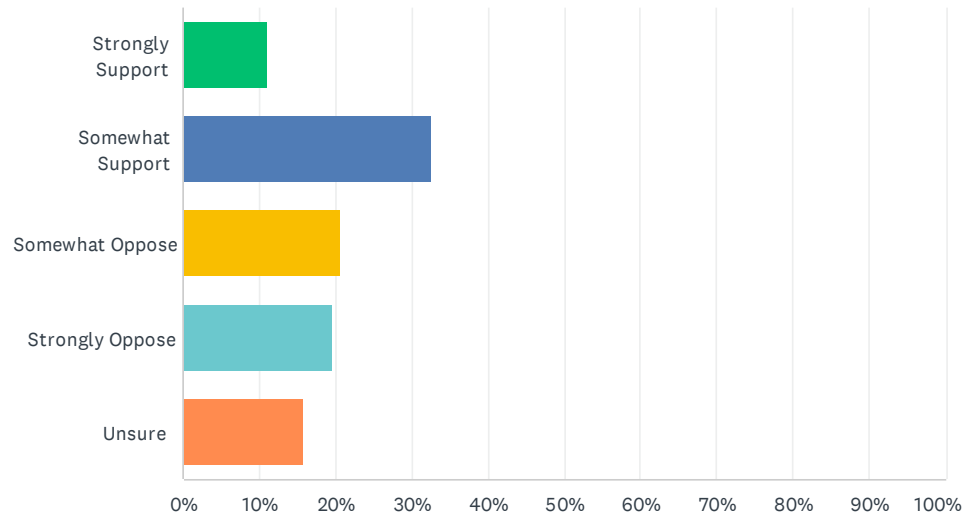
Answered: 317 Skipped: 55



ANSWER CHOICES	RESPONSES	
Strongly Support	30.28%	96
Somewhat Support	38.80%	123
Somewhat Oppose	12.93%	41
Strongly Oppose	13.88%	44
Unsure	4.10%	13
<b>TOTAL</b>		<b>317</b>

### Q14 Do you support the Town using ARPA funds, if eligible, to improve the Crane Brook parking area?

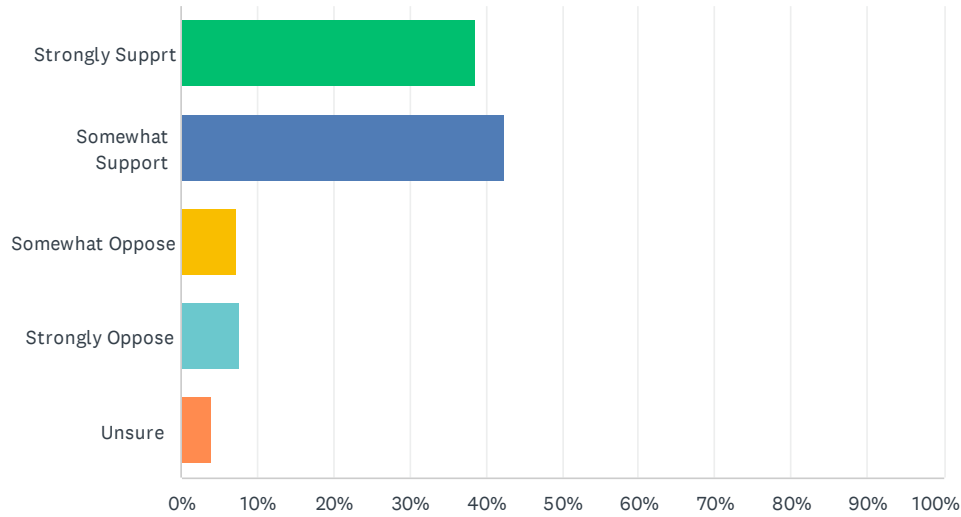
Answered: 315 Skipped: 57



ANSWER CHOICES	RESPONSES	
Strongly Support	11.11%	35
Somewhat Support	32.70%	103
Somewhat Oppose	20.63%	65
Strongly Oppose	19.68%	62
Unsure	15.87%	50
<b>TOTAL</b>		<b>315</b>

### Q15 Do you support the Town using ARPA funds, if eligible, to cover the cost of maintenance to our recreational facilities that have seen increased use and wear during the pandemic (Town Pond, Skating Rink, Tomasi Meadow) ?

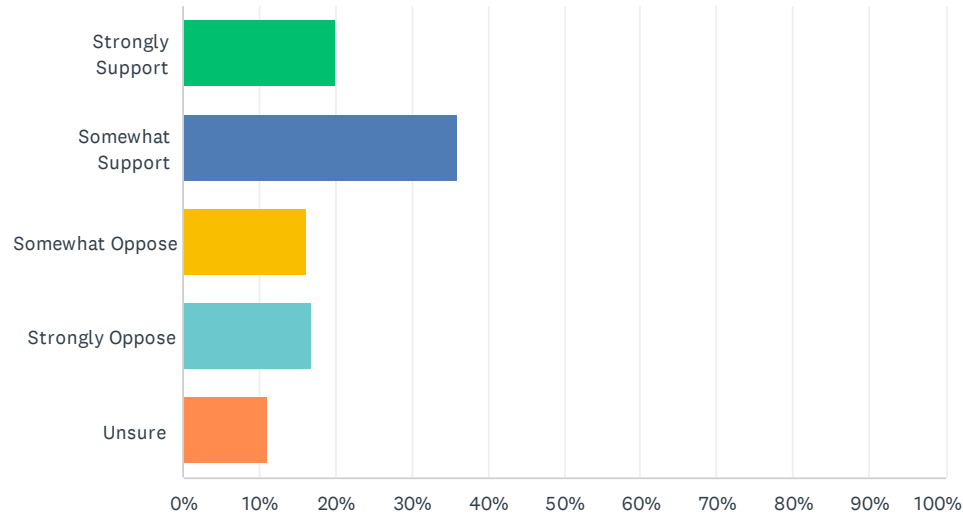
Answered: 316 Skipped: 56



ANSWER CHOICES	RESPONSES	
Strongly Support	38.61%	122
Somewhat Support	42.41%	134
Somewhat Oppose	7.28%	23
Strongly Oppose	7.59%	24
Unsure	4.11%	13
<b>TOTAL</b>		<b>316</b>

### Q16 Do you support the Town using ARPA funds to conduct a wastewater feasibility study for the Town Pond & Old Schoolhouse properties to determine if a wastewater system could be installed to serve the properties?

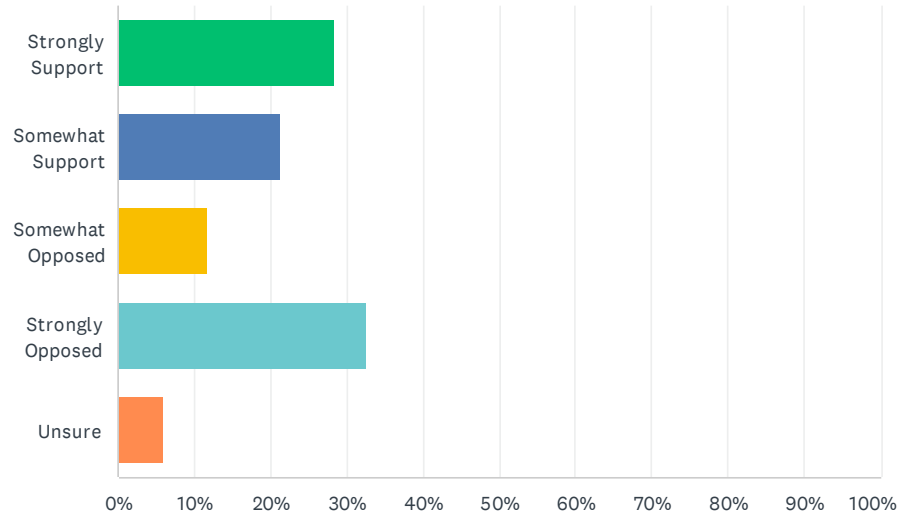
Answered: 316 Skipped: 56



ANSWER CHOICES	RESPONSES	
Strongly Support	19.94%	63
Somewhat Support	36.08%	114
Somewhat Oppose	16.14%	51
Strongly Oppose	16.77%	53
Unsure	11.08%	35
<b>TOTAL</b>		<b>316</b>

### Q17 Do you support the Town using ARPA funds in collaboration with the Town of Jericho, if eligible, to build a community pool at Mills Riverside Park

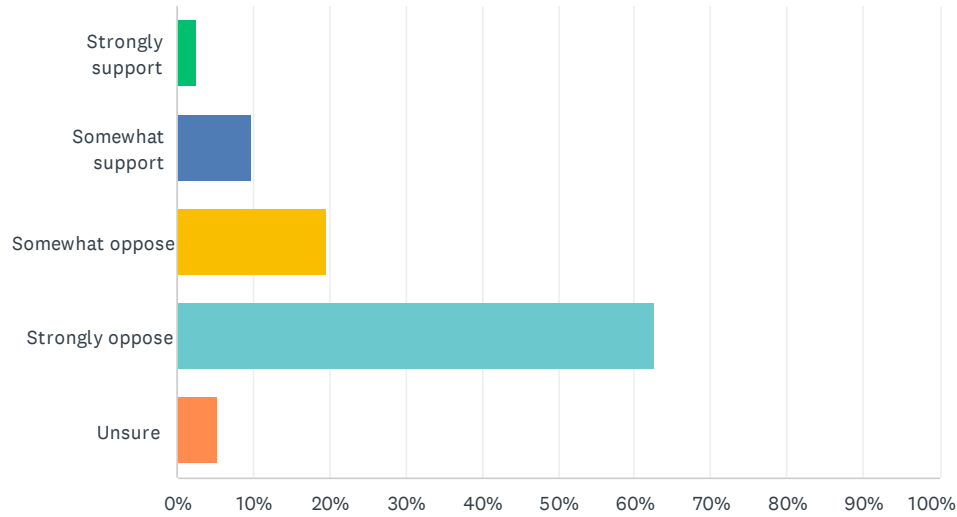
Answered: 315 Skipped: 57



ANSWER CHOICES	RESPONSES	
Strongly Support	28.25%	89
Somewhat Support	21.27%	67
Somewhat Opposed	11.75%	37
Strongly Opposed	32.70%	103
Unsure	6.03%	19
<b>TOTAL</b>		<b>315</b>

**Q18 Do you support the Town using ARPA funds, if eligible, to install an electronic message board in the Underhill Flats area (location TBD) for conveying community information (e.g. something like Clark’s truck center)?**

Answered: 317 Skipped: 55

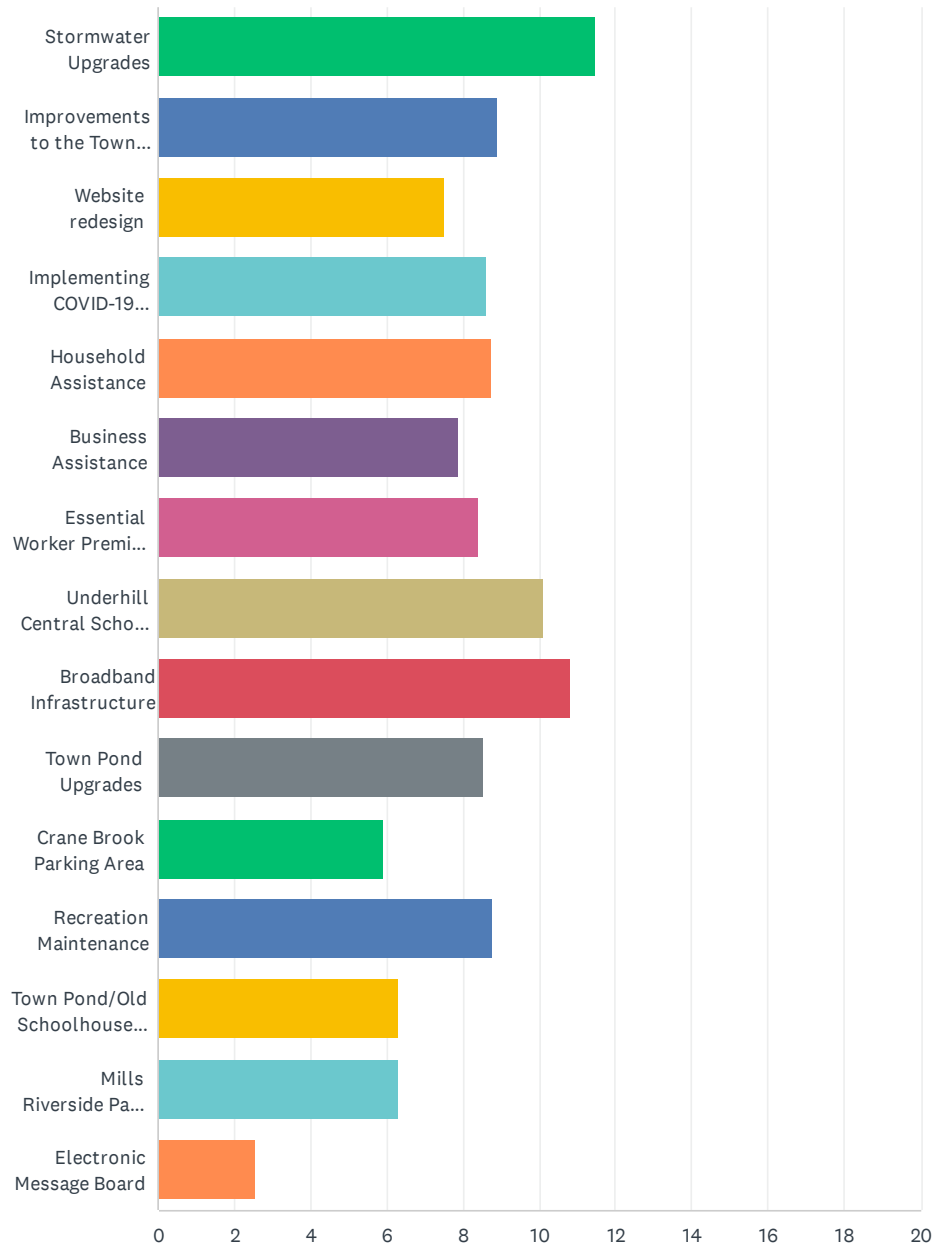


ANSWER CHOICES	RESPONSES
Strongly support	2.52% 8
Somewhat support	9.78% 31
Somewhat oppose	19.56% 62
Strongly oppose	62.78% 199
Unsure	5.36% 17
<b>TOTAL</b>	<b>317</b>



**Q19 Please rank, in order of preference, the ideas proposed in the preceding questions beginning with number 1 as your most preferred use of the ARPA funds.**

Answered: 296 Skipped: 76



Town of Underhill American Rescue Plan Act (ARPA) funds use survey

SurveyMonkey

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL	SCORE
Stormwater Upgrades	28.67% 82	16.43% 47	6.64% 19	7.69% 22	6.64% 19	6.64% 19	6.29% 18	4.55% 13	3.15% 9	2.80% 8	3.85% 11	2.45% 7	1.05% 3	2.45% 7	0.70% 2	286	11.48
Improvements to the Town Office meeting space	5.52% 16	11.72% 34	9.31% 27	5.52% 16	7.93% 23	5.86% 17	7.93% 23	8.97% 26	6.21% 18	6.21% 18	5.86% 17	7.93% 23	5.86% 17	3.45% 10	1.72% 5	290	8.91
Website redesign	2.49% 7	3.56% 10	11.39% 32	7.12% 20	3.56% 10	6.41% 18	7.12% 20	4.98% 14	7.83% 22	7.83% 22	7.12% 20	8.19% 23	10.68% 30	7.83% 22	3.91% 11	281	7.49
Implementing COVID-19 mitigation strategies in local schools	6.74% 19	8.51% 24	7.45% 21	9.93% 28	6.38% 18	10.99% 31	4.61% 13	6.03% 17	6.03% 17	4.26% 12	5.67% 16	6.38% 18	5.32% 15	5.32% 15	6.38% 18	282	8.61
Household Assistance	6.36% 18	4.95% 14	8.48% 24	8.13% 23	9.89% 28	6.71% 19	10.95% 31	9.19% 26	6.71% 19	5.30% 15	4.59% 13	6.01% 17	6.36% 18	3.53% 10	2.83% 8	283	8.75
Business Assistance	1.41% 4	3.89% 11	5.65% 16	7.42% 21	8.13% 23	13.07% 37	4.95% 14	8.83% 25	7.77% 22	7.07% 20	10.25% 29	9.54% 27	6.36% 18	4.24% 12	1.41% 4	283	7.89
Essential Worker Premium Pay	3.83% 11	4.88% 14	8.36% 24	6.62% 19	10.45% 30	6.62% 19	11.85% 34	8.36% 24	6.62% 19	7.67% 22	4.88% 14	5.92% 17	5.57% 16	5.23% 15	3.14% 9	287	8.39
Underhill Central School Deferred Maintenance	9.61% 27	10.32% 29	9.25% 26	12.10% 34	6.05% 17	7.83% 22	9.61% 27	11.74% 33	8.19% 23	6.05% 17	4.27% 12	2.14% 6	1.07% 3	1.07% 3	0.71% 2	281	10.09
Broadband Infrastructure	19.10% 55	12.50% 36	11.11% 32	7.29% 21	10.42% 30	5.56% 16	5.56% 16	4.51% 13	10.07% 29	5.21% 15	2.08% 6	2.78% 8	2.43% 7	1.39% 4	0.00% 0	288	10.83
Town Pond Upgrades	3.21% 9	7.86% 22	7.50% 21	6.43% 18	5.71% 16	6.43% 18	8.21% 23	8.57% 24	11.07% 31	14.64% 41	11.07% 31	3.93% 11	2.86% 8	2.50% 7	0.00% 0	280	8.53
Crane Brook Parking Area	0.00% 0	2.12% 6	2.47% 7	2.83% 8	2.83% 8	4.59% 13	4.95% 14	6.36% 18	7.77% 22	10.25% 29	16.96% 48	17.31% 49	10.95% 31	9.19% 26	1.41% 4	283	5.91
Recreation Maintenance	4.95% 14	5.65% 16	4.95% 14	12.72% 36	10.60% 30	8.48% 24	6.71% 19	6.01% 17	6.71% 19	8.13% 23	7.07% 20	13.43% 38	3.53% 10	1.06% 3	0.00% 0	283	8.78
Town Pond/Old Schoolhouse Wastewater Feasibility Study	0.35% 1	3.18% 9	5.30% 15	4.24% 12	5.30% 15	4.59% 13	6.36% 18	7.07% 20	4.24% 12	6.71% 19	9.54% 27	8.48% 24	24.73% 70	7.07% 20	2.83% 8	283	6.30
Mills Riverside Park	9.64% 27	6.43% 18	2.14% 6	3.93% 11	6.07% 17	4.29% 12	2.86% 8	2.50% 7	4.29% 12	3.57% 10	3.21% 9	2.14% 6	5.00% 14	32.14% 90	11.79% 33	280	6.32

Community Pool																	
Electronic Message Board	0.72%	0.36%	1.45%	0.72%	1.45%	1.81%	1.45%	0.72%	2.17%	2.90%	2.17%	2.17%	6.88%	11.96%	63.04%		
	2	1	4	2	4	5	4	2	6	8	6	6	19	33	174	276	2.56

### Q20 Please enter here any additional suggestions for the use of Underhill's ARPA funds

Answered: 130 Skipped: 242

# American Rescue Plan Act - Woodbury Community Funds

## Determining Community Priorities

Through the American Rescue Plan Act (ARPA), the Town of Woodbury will receive \$263,950 in pandemic-related aid, an infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, the Town will have broad flexibility to decide how best to use this funding to meet the needs of their communities, such as:

- Support public health expenditures;
- Address negative economic impacts caused by the public health emergency;
- Replace lost public sector revenue;
- Provide premium pay for essential workers;
- Invest in water, sewer, and broadband infrastructure.

The Woodbury Selectboard has created and tasked the ARPA Committee to:

- Educate the public about the opportunities and requirements relating to ARPA;
- Assess the interests and priorities of the community regarding the use of ARPA funds;
- Disseminate application forms to individuals and entities who wish to request ARPA funds; and
- Review application and make proposed recommendations to the Selectboard, who will ultimately decide which applicants receive ARPA funds.

The Vermont League of Cities and Towns suggests we consider the following possible expenditures to municipal business operations, possibly using the funds to secure much larger grants. Proposed Expenditure Categories selected by the ARPA Committee are listed below. While the list of possible expenditures is more expansive, the Committee wished to present what we felt were feasible Town projects and expenditures.

***Please rate your preference below with numbers 1 through 10, with 1 being your most preferred expenditure and 10 being your least. The items you leave blank are not on your top 10 areas of priority:***

Sponsoring free Covid-19 vaccinations; providing Covid-19 testing; funding personal protective equipment; mental/substance abuse services; and payroll costs for public health, safety and other public sector staff.	
Food programs; rent, mortgage, and utility aid; eviction prevention; and aid to nonprofit organizations.	
Early learning education, childcare, home visiting, and services for unhoused persons.	
Capital Improvements to Municipal Buildings, possibly including digitizing records, updating community meeting space	
Broadband to Outlier Community Members	
Covid Hazard Mitigation Pay	
Road Maintenance	
Outdoor Recreation	
Flood Mitigation Projects	
Environmental Remediation and Energy Efficiency	
Wastewater Projects	
Increase Vitality of Village Center	
Protect/Preserve Important Historical and Cultural Resources	

**Mail Survey to: Town of Woodbury, PO Box 10, Woodbury, Vermont 05681; or Drop-off at Town Office, 1672 Route 14, Woodbury (drop-box available); or email survey to [ARPAWoodburyVT@gmail.com](mailto:ARPAWoodburyVT@gmail.com)**

**Do you have suggestions on how to spend ARPA funds?**

**If you have any further questions or comments, please email [ARPAWoodburyVT@gmail.com](mailto:ARPAWoodburyVT@gmail.com).**

# Town of Ferrisburgh ARPA Funds Community Survey

How should the Town of Ferrisburgh use American Rescue Plan Funds?


In March 2021, Congress passed the American Rescue Plan Act of 2021 (ARPA), which established the Coronavirus State and Local Fiscal Recovery Fund. This fund helps local governments nationwide with COVID-19 pandemic recovery assistance. Ferrisburgh will receive approximately \$800,000 in federal funding as part of the ARPA. The funds must be used by December 31, 2024.

The US Treasury released rules on the use of these funds. Use of Funds Fact Sheet <https://home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-508A.pdf>

Please complete this survey by November 1, 2021. Your input on this survey will help guide the use of the funds and help maximize the impact in our community. The results of this survey are only for the Town's use. Thank you.

PLEASE ONLY ONE (1) SURVEY RESPONSE PER PERSON.

 roothuntervt@gmail.com (not shared) [Switch account](#)

 Saving disabled

Are you a resident of Ferrisburgh, Vermont?

- Yes
- No



Are you a business owner in Ferrisburgh, Vermont?

Yes

No

The American Rescue Plan Act (ARPA) requires that the Town of Ferrisburgh only invest in services that fall within the categories listed below. Please rank each category in order of priority for Town use of ARPA funds to recover from the pandemic (1 most important - 4 least important).

	1	2	3	4
Investments in water infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investments in sewer infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investments in Emergency Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investments in Maple Broadband	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Does your internet connection meet your needs?

Yes

No





If you answered no above, please comment:

Your answer

Were you economically impacted by COVID-19 due to...

- Not economically impacted/continued working
- Being temporarily laid off or experienced reduced work hours
- Not applicable

Business Owners: were you economically impacted by COVID-19 due to...

- A reduction in my income
- Increased costs
- Permanently closing my business
- Not economically impacted
- Not applicable

For Residential Landlords: were you economically impacted by COVID-19 due to...

- Tenants not paying rent or paid only partial rent
- Tenants moving without paying rent
- Not applicable



For Commercial Landlords: were you economically impacted by COVID-19 due to...

- Tenants not paying rent or paid only partial rent
- Tenants moving without paying rent
- Inability to rent vacant space
- Not applicable

What is your biggest challenge in recovering from the pandemic?

- Emotional isolation
- Emotional - grief recovery
- Fear of illness/ being around other people
- Financial - reduction in income
- Financial - new debt due to pandemic
- Medical - recovery from illness
- Finding a job
- No Challenges
- Other:



What issues do you feel the Town of Ferrisburgh should address with this funding? Please rank each category in order of what you believe is most important (1 most important - 5 least important).

	1	2	3	4	5
Community beautification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expand access to Maple Broadband	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food insecurity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hazard pay for essential workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public communication efforts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digitizing Land Records in the Town Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services for homeless individuals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wastewater/sewer infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stormwater infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational and Youth Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Water  
infrastructure

Access to Mental  
Health Services

Technology and  
workforce  
education

Climate change  
mitigation and  
adaptation

Cyber security  
within the Town  
Offices

**Submit**

Page 1 of 1

**Clear form**

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# **Burlington ARPA (American Rescue Plan Act) Public Engagement Report**

## **January 2022**

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### **Background**

On March 11, 2021 President Joe Biden signed the American Rescue Plan Act. This legislation awarded funds to states, municipalities and territories to help combat the impacts of the COVID-19 global pandemic.

As a result, the City of Burlington will receive a total of \$27 million\* to assist in addressing the public health emergency, the negative economic impacts of individuals, households and local businesses, the replacement lost public revenue and investing in water/sewer/wastewater infrastructure. While at least \$12 million has been used to replace lost public revenue and restore full City services, the remainder of the funds still must be carefully invested.

Mayor Weinberger instructed Economic Recovery Director, Kara Alnasrawi, to engage the public to better understand their desires for the best use of these one-time funds.

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### **Process & Public Engagement Methods**

The Economic Recovery Director, through input from all City Department Heads, the administration and the economic recovery team, designed a survey to gauge public sentiment.

The survey was broken into five main categories which were identified as eligible under ARPA and critical to Burlington's recovery, equity and economic health:

- Houselessness
- Racial Equity
- Housing
- Small Business Support
- Community Infrastructure

\*For the purposes of this document, monetary figures have been rounded

The Economic Recovery Team then engaged in an outreach process with the goal of collecting responses from a broad base of the Burlington community. This plan included:

- Translating the survey into 8 major languages spoken in the Burlington area
- Mailers sent to every private residence in Burlington
- Lawn signs installed throughout all neighborhoods
- Appearing on the African Variety Show on both radio and television
- Meeting with the Trusted Community Voices team
- Providing paper copies of the survey to those who don't use or have access to technology
- Placing volunteers at
  - The Miller Center
  - City Market
  - Fletcher Free Library
  - Farmer's Market
  - Jake's ONE market
  - City Hall Park
  - YMCA
  - AALV & the Family Room
- Engaging the following community partners to amplify in their networks
  - Champlain Housing Trust
  - All City departments
  - Racial Justice Alliance
  - Boys & Girls Club
  - Cathedral Square
  - COTS
  - AALV
  - Heineberg/Elderwood Senior Centers
  - Mercy Connections
  - Let's Grow Kids
  - UVM
  - Burlington School District
  - Front Porch Forum
  - King Street Youth Center
  - Burlington Housing Authority
  - Sara Holbrook Center
  - Small Business Developmt. Center
  - North Avenue News
  - All local childcare centers
  - Channel 17 News
  - Center for Women ad Enterprise
  - Spectrum
  - Somali Bantu Community Center

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## Survey Results

### Overall

**5 Weeks** – Length of survey and Economic Recovery Team led outreach

**3,877** – Number of responses; the highest response rate of any City survey

**3,000+** – Number of written-in suggestions on the survey under various categories

### Who took the survey (multiple answers possible)

**74%** Residents

**46%** Work in Burlington

**27%** Property Owners

**10%** Business Owners

**7%** Visitors (not allowed to complete survey)

### Personal Identification

**57%** Female

**34%** Male

**5%** Prefer not to say

**3%** Non-binary

**2%** Two-spirit, a-gender, or prefer to self-describe

**79%** White

**9%** Prefer not say

**4%** Prefer to self-describe

**2%** Black

**2%** Biracial

**2%** Asian

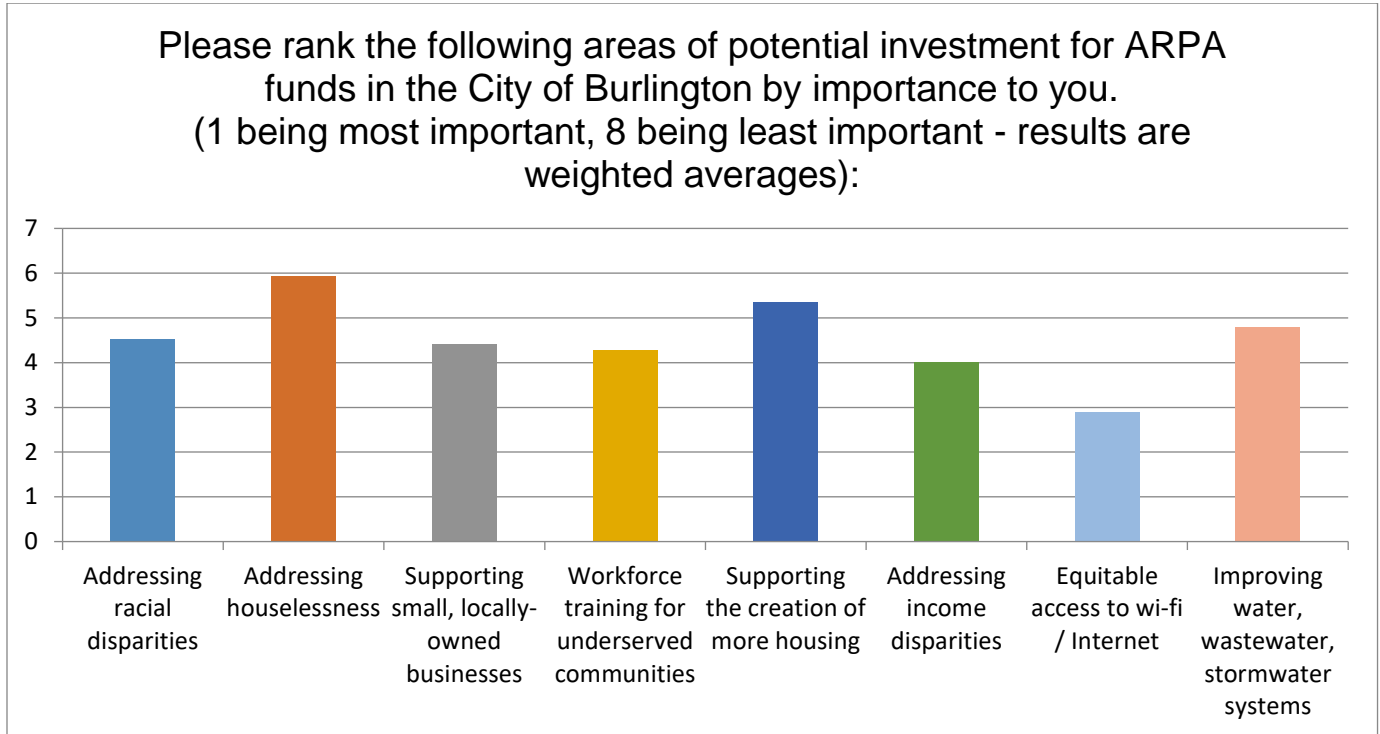
**2%** Lantinx

**1%** Native American, Alaskan Native, Native Hawaiian or Island Pacificer

### Detailed results:

The survey asked respondents to rank their answers in order of importance – the chart results are therefore weighted. It was not required to answer all questions to complete the survey.

### OVERALL



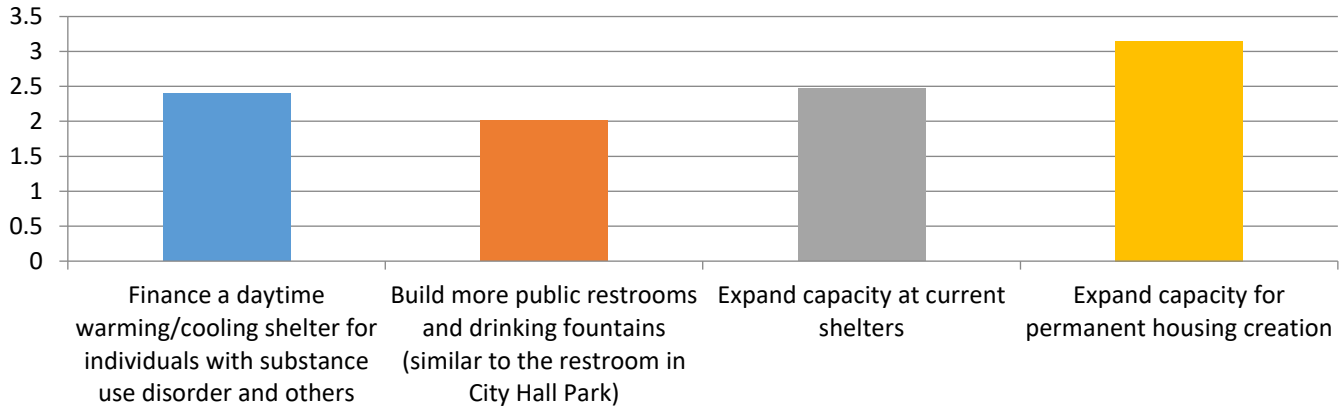
### Responses from individuals who self-identified as BIPOC in order of importance:

- ❖ Support creation of more housing
- ❖ Address houselessness
- ❖ Address racial disparities
- ❖ Workforce training for underserved communities
- ❖ Support locally owned businesses



## HOUSELESSNESS

Houselessness (Being without a house or home.) Please rank these potential projects around houselessness by importance to you or suggest one. (1 being most important, 4 being least important - results are weighted averages):

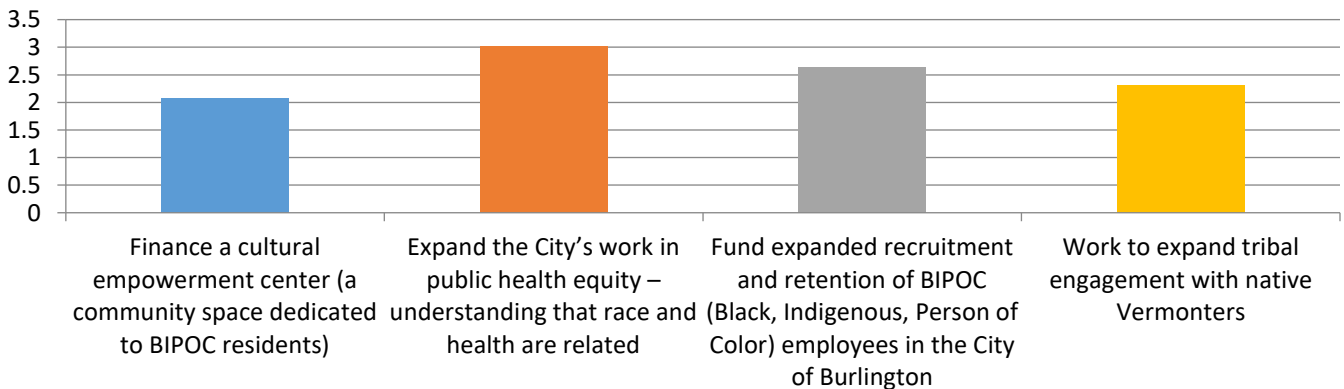


### Responses from individuals who self-identified as BIPOC in order of importance:

- ❖ Expand capacity for permanent housing creation
- ❖ Finance daytime warming/cooling station
- ❖ Expand capacity at shelters
- ❖ Build more public restrooms and drinking fountains

## RACE/RACIAL EQUITY

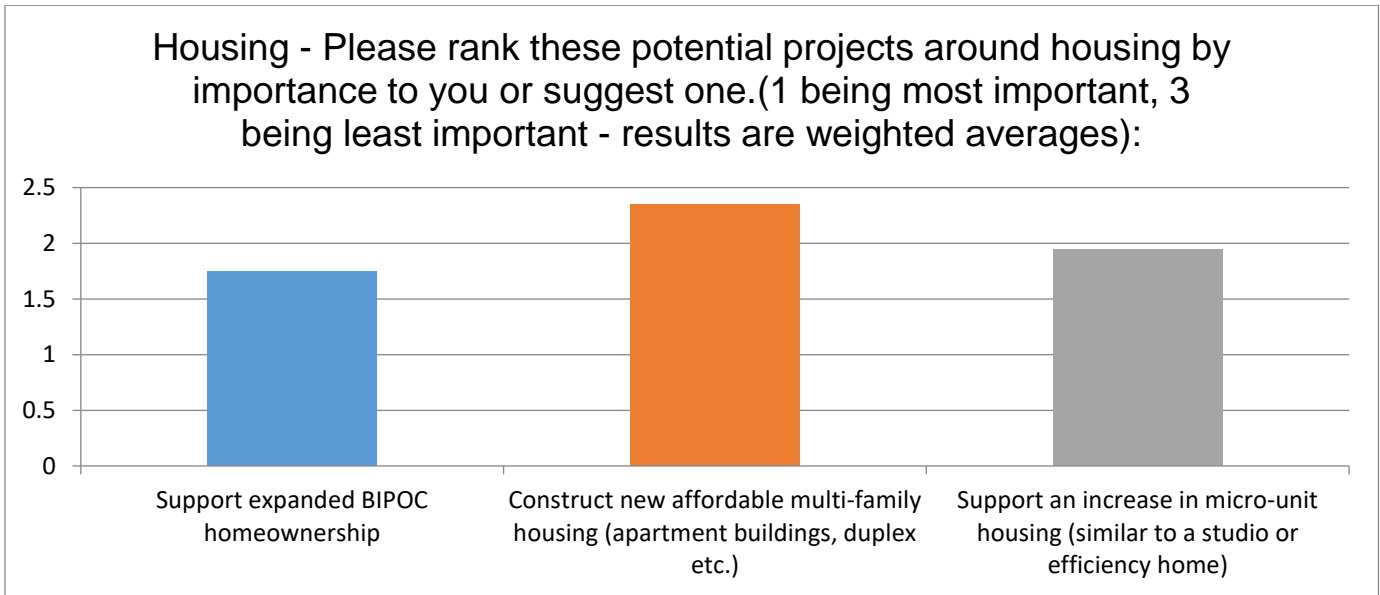
Race/Racial Equity - Please rank these potential projects around race/racial equity by importance to you or suggest one. (1 being most important, 4 being least important - results are weighted averages):



### Responses from individuals who self-identified as BIPOC in order of importance:

- ❖ Expand the City's work in public health equity
- ❖ Expand recruitment and retention of BIPOC employees in the City of Burlington
- ❖ Work to expand tribal engagement
- ❖ Finance a cultural empowerment center

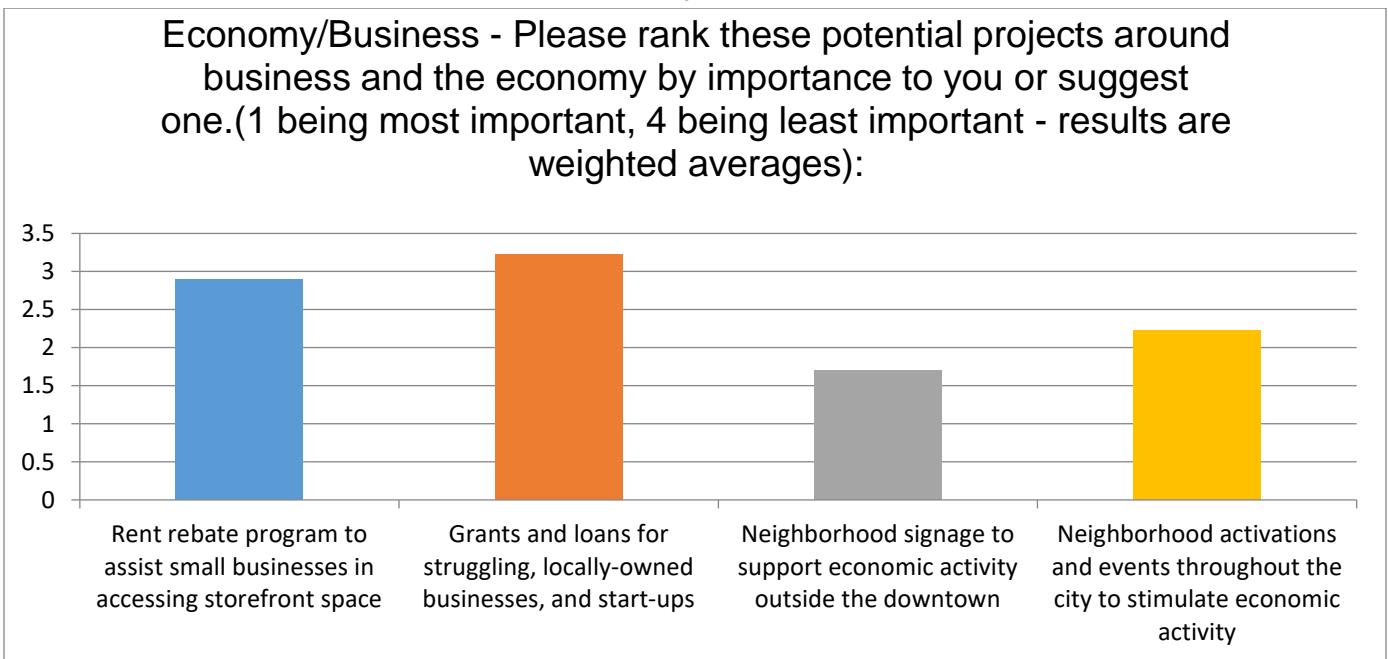
## HOUSING



**Responses from individuals who self-identified as BIPOC in order of importance:**

- ❖ Construct new affordable multi-family housing
- ❖ Support expanded BIPOC homeownership
- ❖ Support an increase in micro-unit housing

## ECONOMY/BUSINESS



**Responses from individuals who self-identified as BIPOC in order of importance:**

- ❖ Grants and loans for struggling locally-owned businesses
- ❖ Rent rebate program to assist in accessing storefront space
- ❖ Neighborhood activation and events to stimulate economic activity
- ❖ Neighborhood signage to support economic activity outside the downtown

## COMMUNITY INFRASTRUCTURE

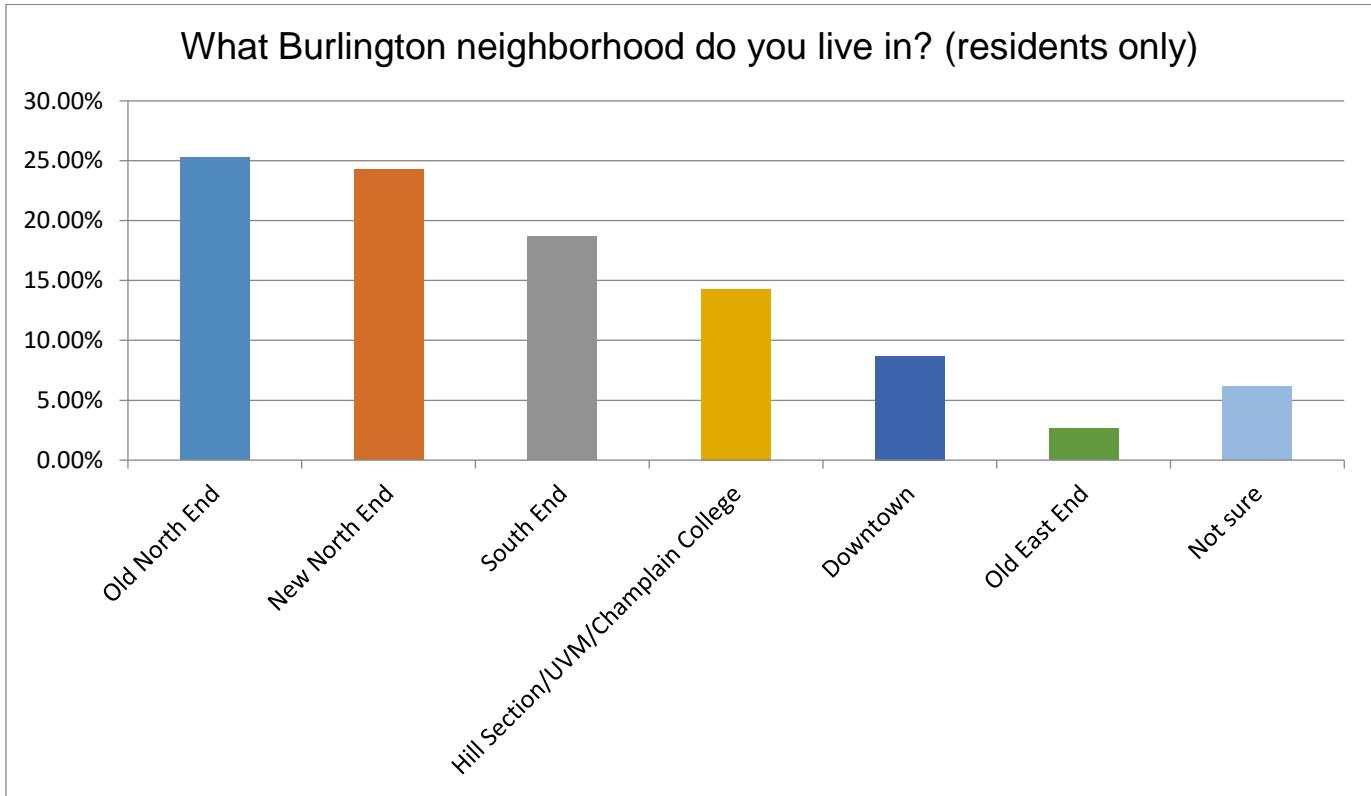
Community Infrastructure - Please rank these possible projects around community space by importance to you or suggest one. (1 being most important, 3 being least important - results are weighted averages):



### Responses from individuals who self-identified as BIPOC in order of importance:

- ❖ Invest in community gathering space for music, art, food and more
- ❖ Build more rainwater gardens to reduce runoff
- ❖ Improve City's outdoor trails

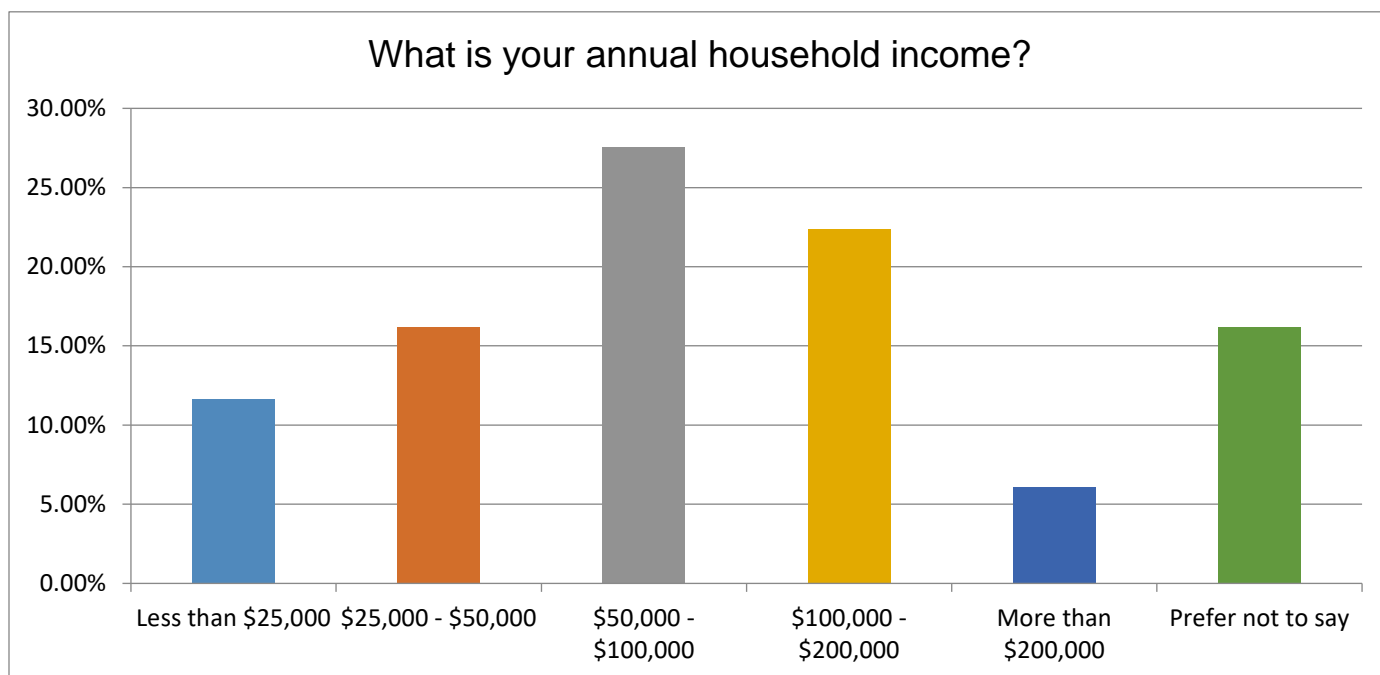
## NEIGHBORHOOD



### Responses from individuals who self-identified as BIPOC in order of importance:

- ❖ Old North End
- ❖ New North End
- ❖ South End
- ❖ Hill Section/UVM/Champlain College
- ❖ Downtown
- ❖ Old East End
- ❖ Not sure

## INCOME



### Responses from individuals who self-identified as BIPOC in order of importance:

- ❖ \$50,000 - \$100,000
- ❖ \$25,000 - \$50,000
- ❖ Less than \$25,000
- ❖ \$100,000 - \$200,000
- ❖ Prefer not to say
- ❖ More than \$200,000

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### Qualitative Responses:

The Economic Recovery Team spent many hours reading and sort through the over 3,000 written suggestions.

Below are the most frequent and representative suggestions in each category:

#### Houselessness:

- ❖ Construct tiny home communities
- ❖ Support for mental health and substance use disorder
- ❖ Increase amount of affordable housing
- ❖ Create work programs for unhoused
- ❖ Increase low barrier beds

**Racial Equity:**

- ❖ Improve racial equity through better training/curriculum/hiring in school system
- ❖ Scholarships to subsidize BIPOC adult education
- ❖ Job training for BIPOC residents
- ❖ Multi-cultural events & community spaces for all to share/learn from each other

**Housing:**

- ❖ Convert existing structures into housing
- ❖ Build more affordable housing
- ❖ Support homeownership for everyone
- ❖ Support/grant to existing organizations (Habitat for Humanity, CHT frequently noted)

**Economy/Small Business:**

- ❖ Grants and loans to small locally owned businesses (access to capital)
- ❖ Public safety and security, especially downtown
- ❖ Events, Markets, and festivals
- ❖ Increase support for local startups
- ❖ Increase BIPOC business support

**Community Infrastructure:**

- ❖ Create a community gathering space (Memorial, Moran and 405 Pine St. most frequently noted)
- ❖ Protect the lake
- ❖ Community gardens
- ❖ Playgrounds
- ❖ Bike infrastructure (lanes, trails)

## ARPA Survey Results

**Question: If it were up to you, how would you allocate \$100 among each of the following American Rescue Plan Act eligible spending areas? (Rank in order, with 1 being most important and 6 being least.)**

### 261 survey responses

	Received Top Number of Votes (by Average)	Average Rank (lowest number is highest Rank)	Number of times received a vote for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> place	
Invest in necessary improvements to water, sewer, and broadband infrastructure	1	2.74	# 1	104
			# 2	46
			# 3	24
			# 4	24
			# 5	28
			# 6	35
Serve low-income communities and individuals, families and businesses hardest-hit by the pandemic	2	3.18	# 1	61
			# 2	52
			# 3	45
			# 4	28
			# 5	33
			# 6	42
Support public health expenditures related to the COVID-19 pandemic	3	3.65	# 1	17
			# 2	51
			# 3	49
			# 4	64
			# 5	50
			# 6	30
Address negative economic impacts caused by the public health emergency	4	3.67	# 1	17
			# 2	43
			# 3	57
			# 4	63
			# 5	55
			# 6	26
Provide premium pay for essential workers	5	3.77	# 1	35
			# 2	33
			# 3	49
			# 4	41
			# 5	46
			# 6	57
Replace public sector revenue lost due to the pandemic	6	4.00	# 1	27
			# 2	36
			# 3	37
			# 4	41
			# 5	49
			# 6	71

# Town of Thetford, Vermont

## FACILITY USE POLICY

Proposed June 6, 2022  
Revised Draft June 20, 2022  
Revised Draft June 27, 2022  
Revised Draft July 18, 2022

### Purpose

The Town of Thetford has one or more facilities that are available for use by residents and members of the public. These facilities are available to all qualified users on equal terms without regard to race, color, religion, national origin, or other status covered by applicable state or federal laws or regulations. In allowing the use of these facilities, the Municipality will not discriminate against users of the facilities based on the users' particular viewpoint(s).

It is the obligation of the Municipality to ensure that its facilities are maintained in good condition and their use and maintenance do not impose an undue financial cost on the Municipality's residents. This policy is intended to help ensure that: the Municipality's facilities will be well maintained and accommodating and will provide a safe environment; and the Municipality will be fair and consistent with all parties wishing to use its facilities.

### Facilities to Which This Policy Applies

This policy shall apply to the following facilities in the Municipality, which shall be available for rental during the following listed hours, at the following listed user rates, and with maximum occupancy as listed:

Facility	Available Hours	User Fee	Maximum Occupancy
Thetford Center Village Green	8am – 9pm	\$50	150
Treasure Island Facilities	8am – 9pm	Per Treasure Island fee schedule	Varies per facility Used
Thetford Hill Village Green	8am – 9pm	\$50	150
Post Mills Veteran Park	8am – 9pm	\$50	100

By written request, the Selectboard may waive or reduce the user fee and/or the requirement to provide proof of insurance when alcohol will not be consumed.

### Priority of Use

The Municipality will make these facilities available on a first-come, first-served basis for individuals, groups, businesses, and organizations to rent during times when the facilities are not being used for Municipality programs or events sponsored by the Municipality and when they are not being used by Municipality staff, boards, commissions, or committees.



## Facility Use

Any individual, group, business, or organization wishing to use municipal facilities shall notify the Town Manager or their designated agent of the date and time on which they wish to use such facility at least ten (10) business days prior to event. No use of a facility shall be permitted until a written Facility Use Agreement is executed by the Municipality, the applicable user fee and/or security deposit has been paid to the Municipality, and proof of insurance has been provided to the Municipality as required by the applicable Facility Use Agreement.

## Security Deposit

In addition to the user fee listed above, a security deposit of \$100.00 will be required for use of an indoor facility. An additional security deposit of \$150.00 will be required for events where alcohol will be furnished. Such security deposit(s) will be returned promptly to the User if no damage has been caused to the Facility and if all cleaning activities have taken place as specified in the signed Facility Use Agreement.

## Alcohol, Tobacco, and Drugs

The consumption or possession of lighted tobacco products or use of tobacco substitutes and cannabis in any form is prohibited on municipal property. The consumption or use of alcoholic beverages is only permitted on municipal property as specifically described in a duly executed Facility Use Agreement. The applicant is responsible for ensuring that any federal, state, or local requirements for the disbursement or consumption of alcohol are secured prior to the submission of a Facility Use Agreement. The sale, possession, consumption, or use of illegal drugs is prohibited on municipal property.

## Obligations of Users

Use of municipal facilities must not disrupt the provision of municipal services. Nor shall use of a facility create a nuisance or disturb the quiet enjoyment of anyone using adjacent or common premises and facilities. Users must return the facilities in a neat, orderly, and clean condition after their use. Users will be responsible for, and liable to, the Municipality for all repairs to the facilities required as a result of damage caused by Users.

## Effective Date

This Policy shall become effective upon adoption by the Selectboard, and the fees may be amended from time to time as deemed appropriate by the Selectboard.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Sharon Harkay, Selectboard Chair

\_\_\_\_\_  
David Goodrich, Selectboard Member

\_\_\_\_\_  
Li Shen, Selectboard Vice Chair

\_\_\_\_\_  
Steve Tofel, Selectboard Member

\_\_\_\_\_  
Mary Bryant, Selectboard Member

**Town of Thetford Vermont**  
**FACILITY USE AGREEMENT FOR A ONE-TIME EVENT**

Proposed June 06, 2022

Revised June 27, 2022

Revised July 18, 2022

This Agreement, dated \_\_\_\_\_, is by and between the Town of Thetford, VT (hereafter "Municipality") and \_\_\_\_\_

\_\_\_\_\_ (hereafter "User"). This Agreement is not transferrable or assignable to any other person or entity.

In consideration of the mutual covenants and conditions herein, the parties agree as follows:

**1. FACILITY.**

The Municipality grants a license to User to use \_\_\_\_\_

(hereafter "the Facility") for the Event and time period contained herein. User's rights under this Agreement include the use of \_\_\_\_\_

but do not include \_\_\_\_\_

**2. OCCUPANCY.** Occupancy of the Facility shall be limited to \_\_\_\_\_ persons, including User's employees, agents, contractors, licensees, guests, and invitees.

**3. EVENT.** User is granted a license to use the Facility for the following event and no other purpose:

\_\_\_\_\_.

User understands that Municipality does not warrant or represent that the Facility is safe and suitable for User's purposes. User expressly acknowledges for itself and for all persons who will be utilizing the premises and Facility in connection with User's purposes that Municipality is providing the premises and Facility on an "as is" basis.

**4. DATE and TERM OF USE.** Such Event will take place on \_\_\_\_\_ (month day, year), from \_\_\_\_\_ (starting time, with a.m. or p.m.) until \_\_\_\_\_ (ending time, with a.m. or p.m.). User may enter and occupy the Facility \_\_\_\_\_ (number of minutes and/or hours) before the starting time of said Event to set up the Facility and may occupy the Facility for \_\_\_\_\_ (number of minutes and/or hours) after the end time of said Event to clean the Facility.

**5. TERMS OF FACILITY USE.** The User understands and agrees to all of the following terms of use:

- The consumption or possession of lighted tobacco products or use of tobacco substitutes and cannabis in any form is prohibited on municipal property and on its grounds (parking lots, walkways, etc.). The sale, possession, consumption, and use of illegal drugs are forbidden in the Facility and on its grounds (parking lots, walkways, etc.).
- Animals are not permitted inside the Facility with the exception of service animals.
- No sign or temporary structure may be placed on the premises without obtaining advance written approval from the Municipality. Any signs or temporary structures placed on the premises by User shall be promptly removed by the User at the end of the Event.
- The Facility, its appurtenances, and any equipment contained therein may not be injured, damaged, marred, or defaced in any way. Neither shall nails, hooks, tacks, or screws be driven into any wall or other part of the Facility.
- User is responsible for cleaning the Facility immediately after the Event. This includes *[list of cleaning activities]. [Specify any cleaning activities that you want done, such as sweeping the floor(s), disposing of all trash in trash receptacles, washing all dishes, wiping kitchen counters and tables, and returning all furniture that was moved for the Event to its original locations.]*
- Use of the Facility shall not create any nuisance or disturb the quiet enjoyment of anyone using adjacent or common premises and facilities.
- User is responsible for the cost of all repairs to the Facility required as a result of damage caused by User or User's employees, agents, contractors, licensees, guests, or invitees.
- Vehicles are not permitted anywhere other than in designated parking spaces outside the Facility.
- For all Events involving minors (persons 17 years or under), there shall be at least one (1) adult(s) over 18 years of age for every ten (10) minors for the duration of the Event.

User also understands and agrees that **(i)** it is responsible for all actions of its participants and guests; **(ii)** any person(s) in violation of the foregoing terms of use will be expected to immediately vacate the premises of Municipality; and **(iii)** Municipality reserves the right to immediately terminate this Agreement and User's use of the Facility in the event of any violation of the foregoing terms of use without liability to Municipality. In the event that User's use of the premises and facilities involves participants who are minors (including the minor children of participants), then User shall be responsible for the safety of all such minors and shall place such minors under the constant supervision and control of a responsible adult.

**6. SALE, POSSESSION, CONSUMPTION, AND USE OF ALCOHOLIC BEVERAGES.**

The sale, possession, consumption, and use of alcoholic beverages in conjunction with the Event are permitted as contained herein; or not permitted as marked below:

Permitted       Not Permitted       User acknowledgment (initials) \_\_\_\_\_

- User understands that the sale, possession, consumption, and use of alcoholic beverages in the Facility are subject to state and federal law. User understands that User is solely responsible for obtaining any liquor license or permit that is required by state and federal law.
- User and/or User's employees, agents, contractors, licensees, guests, and invitees shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. User and/or User's employees, agents,

contractors, licensees, guests, and invitees shall require proof of age of all persons prior to serving them with alcohol.

- User acknowledges that the Municipality does not condone the irresponsible use of alcoholic beverages. It shall be User's sole responsibility to monitor the use of alcoholic beverages by User's employees, agents, contractors, licensees, guests, and invitees.

- 7. VACATING FACILITY.** At the expiration of the above stated date and time, or upon the earlier termination of this Agreement, User will promptly and peaceably vacate the Facility and remove its employees, agents, contractors, licensees, guests, and invitees and their property from the Facility and conduct the cleaning activities specified in Section 5 of this Agreement so that the Facility is in the same condition (ordinary wear and tear excepted) as at the inception of the Event.
- 8. INJURIES TO PERSONS AND LOSS OR DAMAGE TO PROPERTY.** The Municipality is not liable for any injury to persons or loss or damage to private property which occurs during the Event or as a consequence of the Event. User is financially responsible for any damage to or loss of Municipality property that occurs during the Event.
- 9. USER FEE AND SECURITY DEPOSIT.** User will pay the Municipality a user fee of \$\_\_\_\_\_ at the time of signing this Agreement. At the signing of this Agreement, User will also pay the Municipality a security deposit of \$\_\_\_\_\_ plus an additional security deposit of \$150.00 if alcohol will be furnished, served, or consumed at the Event.
- 10. RETURN OF SECURITY DEPOSIT.** Promptly after the Event, the Municipality will inspect the Facility. If no damage has been caused to the Facility, and if cleaning activities specified in Section 5 of this Agreement have been conducted so that the Facility is in the same condition (ordinary wear and tear excepted) as at the inception of the Event, the Municipality will return the security deposit to User within seven business days. If damage has been caused to the Facility, or cleaning activities specified in Section 5 of the Agreement have not been carried out, Municipality may retain all or a portion of the security deposit and give written notice to User specifying the amount retained and the reasons therefor. In addition to retaining the security deposit, the Municipality may pursue any additional remedies authorized by law to recover its damages or losses.
- 11. INSURANCE.** User will procure and maintain, at its sole cost and expense, comprehensive general liability insurance for the Event in which the Municipality is named as an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. User will furnish the Municipality with a certificate of such insurance at the time of signing this Agreement.  
  
In addition to the above, if alcohol will be furnished, served, or consumed at the Event, User agrees to the following additional provisions:
  - a. User will procure and maintain, at its sole cost and expense, liquor liability insurance in which the Municipality is an additional insured with combined single limit coverage of

\$1,000,000 per occurrence and \$1,000,000 in the aggregate. User will furnish the Municipality with a certificate of such insurance at the time of signing this Agreement.

- b. If User will contract with a caterer or other third party to furnish or serve alcohol at the Event, such caterer or third party shall procure and maintain, at its sole cost and expense, comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and liquor liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Municipality and User shall both be named as additional insureds. User will furnish the Municipality with a certificate of such insurance prior to the Event.
- c. Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the Facility with the prior written approval of the Municipality. The Municipality shall be named as an additional insured on the host liquor liability insurance.

**12. INDEMNIFICATION AND HOLD-HARMLESS.** User agrees to indemnify and hold the Municipality, its officers, agents, and employees, harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by User and User's employees, agents, contractors, licensees, guests, and invitees.

**13. CANCELLATION.** The user fee will not be refunded if notice of cancellation is received by the Municipality less than two (2) days before the Event, unless the Facility is subsequently rented for the same date. The security deposit will be refunded if the Facility is not used. In the event of a power outage or other event that may render the Facility unusable, the user fee and security deposit will be refunded.

**14. RIGHT OF ENTRY AND TERMINATION.** The Municipality, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Municipality determines, in its sole judgment, that User has breached a term of this Agreement, the Municipality shall have the right to immediately terminate this Agreement prior to the expiration of its term without any refund to User.

**15. CONFORMANCE WITH THE LAW.** User agrees that User will abide by and conduct its affairs in accordance with the Municipality's Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. User shall not engage in or allow any illegal activity to occur at the Facility during the contracted time frame for its entry and use.

**16. ENTIRE AGREEMENT.** This Facility Use Agreement, together with any exhibits or addenda annexed hereto, is the sole and complete expression of the parties' intent with respect to the subject matter hereof. This Agreement may be amended or modified only by a writing countersigned by authorized representatives of each party.

I, \_\_\_\_\_ (printed name of User), acting on my own behalf and also acting on behalf of \_\_\_\_\_ (name of organization, if applicable), being fully authorized to do so, hereby waive and release any and all claims against Town of Thetford, VT, together with its various departments, employees, officers, elected officials, agents, and any and all other persons or entities acting on its behalf, from any and all actions of any nature whatsoever asserting any injury, accident, harm, loss, damage, or cost arising in connection with the use of any facilities pursuant to this Agreement, and further undertake to defend and indemnify all of the aforesaid parties against any and all such claims and forever hold them harmless from the same.

**I also certify that I have read this form and that all information stated herein, including any information on the facility use policy appended hereto, is true to the best of my knowledge, information, and belief.**

\_\_\_\_\_  
Signature of User

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

**APPROVED BY THE TOWN OF THETFORD, VT. Date: \_\_\_\_\_**

**By: \_\_\_\_\_, duly authorized Agent**  
**Bryan R. Gazda, Town Manager**

VERMONT MUNICIPAL PLANNING GRANT PROGRAM FY22  
**CONTRACT FOR PERSONAL SERVICES**  
TOWN OF THETFORD, VERMONT

**1. Parties:** This is a contract for personal services between the Town of Thetford, Vermont (Town) and Stantec Consulting Services (Contractor), its principal place of business in Auburn, New Hampshire. Contractor's form of business organization is a for profit corporation.

**2. Subject Matter:** The subject matter of this contract is personal services for the subject of providing a Community Water Systems Assessment. Detailed services the Contractor will provide are described in Attachment A.

**3. Maximum Amount:** In consideration of the services to be performed by Contractor, Town agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$24,052.

**4. Contract Term:** The period of Contractor's performance shall begin on August 1, 2022, and end on March 31, 2023.

**5. Amendment:** No changes, modification or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered, and signed and dated by the duly authorized representative of Contractor and Town.

**6. Cancellation:** This contract may be canceled by either party by giving written notice at least thirty (30) days in advance.

**7. Attachments:** This contract consists of 19 pages including the following Attachments that are incorporated herein:

Attachment A:	Specifications of work to be performed (Work Plan in Grant)
Attachment B:	Payment Provisions (Budget in Grant)
Attachment C:	Pertinent State Grant Provisions

**8. Subcontracts.** In accordance with Vermont Agency of Administration Bulletin 3.5, the Contractor may not assign, subcontract or sub-grant the performance of a Contract or any portion thereof to any other subcontractor without the prior written approval. If subcontracting is approved by the State, the Contractor remains responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under the Contract. When a contract involves subcontracting (sub-agreement), the State encourages the Contractor to follow a fair and open award process and create clear and thorough subcontracts to enable the Contractor to properly monitor the performance and compliance of the subcontractor(s). Contractors shall include the provisions of Attachment C listed in this agreement, in Contractor's subcontracts for work that is to be performed solely for the State of Vermont or performed in the State of Vermont.

## 9. GIS Work

For any projects including a GIS component:

1. The Grantee shall ensure that any contracts, subgrant agreements or subcontracts that are issued through this grant to develop GIS data shall require that the contractor, subgrantee, or subcontractor complete the GIS Data Submission Online Intake Form as part of its final work product.
2. With the GIS Data Submission Online Intake Form, Grantee shall also submit digital copies of GIS data produced with the Grant Award or any portion thereof if such data is not already available in the Vermont Open Geodata Portal. Digital GIS data includes spatial and tabular data attributes, documentation files, and must meet applicable standards as to data format and documentation of all products using the VGIS metadata standard. *Note: It is not necessary to submit subsets of data layers that are already listed in the VGIS Data Catalog (data hosted at the Vermont Open Geodata Portal). A subset would be an extract of existing data, such as road centerline data, for example.*
3. Digital Spatial Data will be submitted via the GIS Data Submission Online Intake Form as a single .zip file with documents in the Vermont State Plane Coordinate System, as specified in Title 1, Chapter 17 § 671- 679. Any of the following file formats is acceptable:
  - a. .shp (Shapefile – which also consist of files with other extensions such as .dbf and .shx)
  - b. .dwg (CAD file)
  - c. .dxf (CAD file)
4. All data and materials created or collected under this Agreement – including all digital data – are public records. The parties may utilize the information for their own purposes but shall not copyright these materials.

[Technical assistance and information on these GIS standards, guidelines and procedures are available from the Vermont Center for Geographic Information, Inc. ([vcgi.vermont.gov](http://vcgi.vermont.gov) or 802-585-0820).]

**10. Final Documents:** All paper and electronic documents, plans, data, materials, and work products produced with State grant funding are public records. The parties may utilize the information for their own purposes but shall not copyright these materials. No proprietary products may be produced without authorization in writing by the Department of Housing and Community

**11. Interpretation:** This contract shall be interpreted according to the laws of the State of Vermont.

**12. Counterparts:** This contract shall be executed in two counterparts, with each party hereto retaining a fully executed original



WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

BY: TOWN OF THETFORD, VT

BY: STANTEC CONSULTING SVCS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type name and title

\_\_\_\_\_  
Type name and title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Attachment A**  
**Specifications of Work to be Performed and Cost of Services**

See attached: Stantec Consulting Services, Thetford, VT Community Water Systems Assessment, dated July 19, 2022.



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

July 19, 2022  
File: 195113395

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

Dear Mr. Gazda,

**Reference: Thetford, VT Community Water Systems Assessment**

Based on the feedback received from the stakeholders during the June 30, 2022, interview for the project, we have updated our previously submitted June 16, 2022 scope and associated fee to address the additional direction and comments that were provided by the representatives of the Thetford Community Water Systems(TCWS) and the Town.

Based on the input we developed a revised scope of work to perform a Community Water System Assessment and to offer recommendations for the Town of Thetford's privately owned and maintained water systems. The primary goal of this study is to perform an assessment of the infrastructure of the existing Water Systems and to provide a 50-year plan to identify operational and capital needs. Additionally, this study will address the viability and sustainability of the Town's existing six (6) independent water systems. The result of this study will be an Assessment Report that will be based on the feedback Stantec has received from the Town and the water systems operators and owners that will address the various goals, objectives, and outcomes that will be addressed by this project. The estimated fee for this project is listed at the end of this proposal and will include the following items:

- Executive Summary
- Summary of existing water systems information and data
- Water system assessments
- Regulatory requirements
- Recommended water system improvements
- Current and projected users and associates' costs
- Recommended improvements cost estimates
- Water rate overview assessment
- Water systems maps
- Fire flow need and availability

**Reference: Thetford, VT Community Water Systems Assessment**

- Proposed conceptual level schedule for required and desired upgrades
- Summary and final recommendations

Stantec proposes the following scope to sufficiently review, understand, discuss, and be able to identify potential improvements for these topics in the report. Items shown in italics are items that Stantec will be relying on the Town and stake holders to provide for the following for the study:

*Obtain the following background information from the Town of Thetford and the Water System shareholders:*

1. *The EPA/PWC - WSID No. for each system*
2. *2021 and 2020 Monthly Water System Operations Reports submitted to the State of Vermont*
3. *Location of each system in the Town.*
4. *Water System Owner*
5. *Water system licensed operator*
6. *Water System Map of available*
7. *System service, ie: domestic, fire suppression and/or residential private fire suppression*
8. *Water System m.ax. and average day demand*
9. *Water system fee structure and rate studies if available*
10. *Water system Budget, revenue, and expenditure for 2020 and 2021*
11. *Water System laboratory results reports for 2020 and 2021*
12. *Water system annual reports for 2020 and 2021.*
13. *Water system Capital Improvement Plans (CIP)*
14. *Water System Sanitary Surveys by the State of Vermont*
15. *Record of water system customer complaints for 2020 and 2021*
16. *Water system repairs and upgrades in the last 10 years*
17. *Water system compliance violations in the last 5 year.*
18. *Description of each system including:*
  - a. *Number and size of water services*
  - b. *Water metering or flat rate*
  - c. *Dedicated and available system maintenance, operations, emergency response and management resources*
  - d. *Number of wells, age, HP, phase (single or 3), voltage and permitted capacity and type of each*
  - e. *Pump Motor starters - VFDs, soft start or other*
  - f. *Other water supply, ie: spring*
  - g. *Treatment systems, if any, for each well*
  - h. *Chemical feed systems ie: pH adjustment, corrosion resistance, etc.*
  - i. *System pressure ranges*
  - j. *Back up-power if applicable including generator size, fuel type and age*
  - k. *Electrical Utility company*
  - l. *Alarm system type*
  - m. *Security system*

*Note: If the above listed information is not provided or limited information is provided, the actual worked performed can be affected.*

Reference: Thetford, VT Community Water Systems Assessment

### Scope of Work:

Note: The items ***bolded and in italics*** are required to be performed or provided by the Town and/or the Water System Stakeholders.

#### TASK#1A - Provide a Summary of the Existing Water Systems

- Summarize existing system ***data provided by Town and Stakeholders (from previous completed reports and studies and available data)***
  - Create water system models for the existing systems.
- Schedule a Charette with the Town and Town stakeholders
- Provide mapping of the 5 Water Systems (not required for school water supply systems)
  - Place systems on a town map
  - ***Summarize the Population of each village***
  - ***Summarize the Distances between villages***
  - Determine the Elevation of each village center
  - ***Review and summarize water supply and demand for each system***
- Review the Logistics of the Water Systems becoming municipally owned, maintained and operated
  - Summarize water infrastructure supply information (***information provided by Town/Stakeholders***)
- Summarize Fire Suppression/Flow Resource Data
  - Meet with Fire Department
  - ***Summarize high fire load areas and areas of concern for firefighting activities***
  - ***Summarize fire protection water source information***

#### TASK#1B – Review and Summarize Existing Water Quality Information

- ***Summarize the details about the present water needs of Thetford's Designated Village Centers***
  - ***Map the DVC boundaries\****
    - ***Summarize how many dwellings/users in each Water District\****
    - ***Map the existing aquifers and water supply sources for each Water District\****
    - ***Summarize known contamination sources that may impact the aquifers.\****
      1. ***Include water testing results indicating past/present contamination.\****
      2. Summarize the impacts of the new PFAS guidelines and their likely impact upon permitting new drilled wells within each Water District.
  - ***Summarize the number of users served by each Water District \****
    1. ***Served by state-regulated water systems\****
    2. ***Served by unregulated water systems\****
  - ***Perform a survey of Town residents to determine and summarize roughly how many people are currently serviced by individual private wells\****
    1. ***How many private well users test for contaminants? \****
    2. ***Determine how many people have the ability to relocate their well if present one fails or becomes contaminated.\****
    3. ***Determine the number of residents who would be significantly impacted from a failed well and/or need for a replacement well.\****
    4. ***Determine the number of residents (additional users) that would be interested in connecting to one of the Water Systems.\****

Reference: Thetford, VT Community Water Systems Assessment

5. **Determine the Potential Designated Village Center additional users / subdivisions.\***
  - i. **Determine how many lots could be developed in each DVC could be subdivided to facilitate/encourage development over the next 20-50 years.\***
6. **Summarize where the Water Systems could obtain additional water supply for future users. (information provided by Town from past studies)\***

\* Requires information to be provided by the Town and or TCWSs

TASK#1C – SUMMARIZE EXISTING SYSTEM INFORMATION (PROVIDED BY TOWN)

- **Obtain and summarize the following information from each Water District**
  - **WSID # (if applicable)**
  - **Number of users/connections**
  - **Annual budget, total and per-user fees.**
  - **State Regulated / Unregulated**
- **Location, type, and yield of each water source.**
  - **Is source adequate/plentiful in drought seasons**
  - **Ability of the source(s) to serve more users, if known**
  - **Ability to site a new source**
  - **Significant raw water contaminants (test violations)**
- **Distance from source(s) to center of users**
  - **Sizes and ages of mains**
  - **Type of in-house service: (direct feed or in-house cisterns and booster pumps)**
- **Summarize status of compliance with state regulations for regulated water systems**
  - **Present compliance problems**
  - **Looming compliance problems**
  - **Permit to operate status**
  - **Source protection plan status**
  - **The ability and limitations to expand (take on more users)**
    1. **Known regulatory limitations to expansion**
- **Summarize the following for unregulated water systems**
  - **Summarized logistics for expansion**

TASK#2 – DEVELOP RECOMMENDATIONS FOR FUTURE

- **Determine the Percentage/number on private wells**
- **Determine the Percentage/number served by public water systems**
- For those public water systems summarize:
  - Projected required gross daily water usage & peak design flow rate.
  - Projected rough areas for source wells/springs
    1. **Know Contamination hazards**
    2. **Elevation differential between source areas and village centers**
- Create a rough sketch of potential delivery infrastructure for each Water System
  - Determine for different options how many feet of water main, what size water main and where water mains can be installed to expand or combine the systems including the size mains.
  - Determine the required storage (# gallons, where located) for system expansion and/or combination options.

Reference: Thetford, VT Community Water Systems Assessment

- **Determine what the required/mandated treatment(s) are for the existing Water Systems.**
- Determine the pumping requirements (if any) based on potential expansion or rehabilitation options.
- Review and Summarize Potential Issues with expansion, including:
  - Rights-of-way restrictions
  - Permitting requirements
  - Geographic restraints and potential restrictions
- Summarize intended user service feeds and in-house water entry design.
- Review and summarize projected operation and maintenance costs
  - Operator requirements, projected hours/week, licensing requirements
  - **Annual costs for major system equipment improvements (like pumps) that will require regular maintenance**
  - **Projected/estimated testing and monitoring costs, and unfunded state mandates**
- **Summarize and provide an overall assessment of current annual user fees.**
- Develop costs for required improvements.
- Develop costs for recommended improvements.
- Develop a preliminary summary of recommended rates based on existing and projected costs.
- Review and discuss the benefits and draw backs for different ownership options.
  - **Privately Owned**
  - **Publicly Owned and Maintained**
  - **Publicly Owned and Privately Maintained.**
- Identify any upgrades to the existing water system that would improve firefighting capabilities
- Determine if the existing water systems are suitable for continued 21st-century use?
  1. How do the existing water systems need they be modified to become compliant?
  2. How do the existing water systems need to be modified to remain operational?
  3. How can the existing water systems be modified to attract growth and be in line with the Town Plan?
- Summarize available funding sources for private PFAS well testing

### TASK#3 – REPORT AND SUMMARY

- Document all findings and recommendations in a formal report
- Deliver draft copies of the report for Town and Water system Stakeholder review.
- Make revisions based on Town and water system stakeholder feedback.
- Update the report for a final submittal to the Town (submit 10 copies) and present to the Select Board the findings of the report.

### Project Schedule:

For this proposed scope of work, we proposed the following project schedule for engineering, reporting and final delivery to the Town.

July 14, 2022                      Submit Updated Proposal to Town

July 14, 2022                      Present Proposal to Committee

**Reference:** Thetford, VT Community Water Systems Assessment

July 19, 2022	Submit Updated Proposal to the Town
August 1, 2022	Noticed to Proceed received from Town
August 9, 2022	Hold Kick Off Meeting with Town Officials and Operators
August 9, 2022	Meet with Thetford Fire Department
August 23, 2022	Obtain and Compile Existing System Information from Owners/Operators
September 2, 2022	Complete Assessments of Water Systems
September 9, 2022	Complete Regulator Requirements Summary
September 9, 2022	Create Water System Models
September 16, 2022	Create Existing Water Systems Mapping
September 30, 2022	Develop Water Systems Recommendations
October 12, 2022	Review Recommendations with Town and Owners/Operators
October 26, 2022	Create Cost Estimate Based on Selected Recommendations
November 18, 2022	Review Anticipated Costs and Provide a Water Rate Recommendations
December 15, 2022	Finish a Draft Assessment Report for Town and Owner/Operator Review
January 16, 2023	Update and Re-Issue Assessment Report for Received Feedback
January 19, 2023	Present the Assessment Report at Town of Thetford Select Board Meeting
February 2, 2023	Project Closeout
February 28, 2023	End of Funding Period for Project

**Proposed Fee:**

Based on this described scope of services, we propose a not to exceed (NTE) fee of **\$24,052** based on the actual direct costs and hours required to perform the scope of the work at Stantec's standard billing rates. We have also included a budget summary and level of effort (LOE) which is the basis for the development of our proposed fee for this scope of work.

Additionally, we have included with this letter, an Authorization for Additional Services (AAS) for your review and signature for this scope of work which will act as an amendment to the Master Services Agreement, dated October 27, 2020, between the Town of Thetford and Stantec; for Stantec to perform the scope of services described herein.



July 19, 2022  
Bryan Gazda, Town Manager  
Page 7 of 7

**Reference:** Thetford, VT Community Water Systems Assessment

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

Respectfully,

Stantec Consulting Services Inc.



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



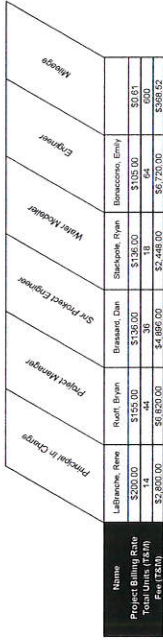
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Rene LaBranche  
Vice President  
Cell: 603 206 7532  
Rene.labranche@stantec.com

Attachment: Level of Effort (LOE) Summary  
Authorization for Additional Services (AAS)

c. Town of Thetford, VT Select Board  
rb document2

**Stantec FEE ESTIMATE - THET PRIVATE WATER SYSTEM STUDY**



Name	Rate	Hours	Amount
Lalancos, Rene	\$200.00	14	\$2,800.00
Ruff, Bryan	\$155.00	44	\$6,820.00
Bissant, Dan	\$136.00	36	\$4,896.00
Stackpole, Ryan	\$136.00	18	\$2,448.00
Bonaccorso, Emily	\$105.00	64	\$6,720.00
<b>Total</b>			<b>\$38,784.00</b>

WBS Code	Task Code	Task Name	Start Date	End Date	Units	Task Type	Hours	Expense	Subs	Total
100		Preliminary Assessment	12-Jul-22 (Tue)	01-Feb-23 (Wed)		Time & Material	104	\$13,848.00	\$288.52	\$14,136.52
1.1	200 101	Project Management	12-Jul-22 (Tue)	01-Feb-23 (Wed)	2	Time & Material	14	\$2,280.00	\$0.00	\$2,280.00
1.2	200 102	Client General Info	12-Jul-22 (Tue)	01-Feb-23 (Wed)	2	Time & Material	8	\$1,280.00	\$0.00	\$1,280.00
1.3	200 103	Client Operational Info	12-Jul-22 (Tue)	01-Feb-23 (Wed)	2	Time & Material	8	\$1,280.00	\$0.00	\$1,280.00
1.4	200 104	Client System Facility Plan	12-Jul-22 (Tue)	01-Feb-23 (Wed)	2	Time & Material	8	\$1,280.00	\$0.00	\$1,280.00
1.5	200 105	Review System Facility Plan	12-Jul-22 (Tue)	01-Feb-23 (Wed)	2	Time & Material	8	\$1,280.00	\$0.00	\$1,280.00
200		Assessment Report	18-Jan-23 (Sun)	15-Jan-23 (Sun)		Time & Material	72	\$9,720.00	\$0.00	\$9,720.00
2.1	300 101	System Assessment	12-Jul-22 (Tue)	15-Jan-23 (Sun)	4	Time & Material	8	\$1,280.00	\$0.00	\$1,280.00
2.2	300 102	Report Summary	12-Jul-22 (Tue)	15-Jan-23 (Sun)	4	Time & Material	8	\$1,280.00	\$0.00	\$1,280.00
2.3	300 103	Secret Board Meeting	12-Jul-22 (Tue)	15-Jan-23 (Sun)	4	Time & Material	8	\$1,280.00	\$0.00	\$1,280.00

Project Summary	Labour	Expense	Subs	Total
Fixed Fee	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material	\$23,864.00	\$368.52	\$0.00	\$24,232.52
<b>Total</b>	<b>\$23,864.00</b>	<b>\$368.52</b>	<b>\$0.00</b>	<b>\$24,232.52</b>

**Attachment B**  
**Payment Provisions**

**1. Budget:** See Attached.

**2. Invoice procedure:** The Contractor will submit scope of work pay requests on a monthly basis. All pay requests will provide name and position of Contractor's employee, along with hours worked on a task along with hourly rate for the position. All Pay request will conform to the extent possible with the Tasks and Budgeted amounts as outlined in Attachment B.

All pay requests will be reviewed by the Town Manager within fifteen (15) days of receipt from the Contractor for Selectboard consideration at their next regularly scheduled meeting.

Attachment A  
 Work Plan and Budget  
 07110-MP-2022-Thetford-48  
 Town of Thetford

ATTACHMENT B

Task Name	Description of Task	Personnel				Material		
		Paid Personnel	Hours	Hourly Rate	Cost	Description	Cost	Total Cost
Task # 1 Form a Project Committee	A project committee will be established consisting of the Town Manager, representative(s) from the water companies, and a representative from the Planning Commission and Housing Committee.	Other	0	\$0	\$0		\$0	\$0
Task # 2 RFQ Development	Project Committee will hold a public meeting with stakeholders prior to the development of the RFQ for their input. Develop RFQ outlining the scope of work and advertise for services via local newspapers, VLCT website, and VT Business Registry.	Other	0	\$0	\$0	RFQ documents and fee for advertisements	\$200	\$200
Task # 3 Review RFQ Proposals	Review proposals, rate and rank proposals. Conduct interviews and make recommendation to the Selectboard.	Other	0	\$0	\$0			\$0
Task # 4 Hire Consultant	The Town of Thetford will enter into an agreement for services with consultant.	Other	0	\$0	\$0			\$0

14

Task # 5 Project "Kick-off" Meeting	The Project Committee and Consultant will hold their initial project meeting to review the scope of work, establish project meeting dates, milestones, and deliverables.	Consultant	3	\$137	\$411	\$411
Task # 6 Scope of Work Completion	The consultant will complete the items identified in the scope of work and report to the Town Manager on a weekly or as needed basis.	Consultant	107	\$137	\$14,659	\$14,659
Task # 7 Monthly Project Meetings	The Project Committee and Consultant will hold monthly meeting to provide project updates to track of overall progress of the project. Anticipate 6 meetings @ 2hrs per meeting.	Consultant	12	\$137	\$1,644	\$1,644
Task # 8 Project Presentation	Project Committee and Consultant to review and finalize project documents.	Consultant	46	\$137	\$6,302	\$6,302
Task # 9 Final Presentation	Project Committee and Consultant to present final project study to the Selectboard, water companies, and the public.	Consultant	8	\$137	\$1,096	\$1,096
Task # 10 Project Closeout	Town Manager to submit grant closeout documents.	Other	0	\$0	\$0	\$0

Totals \$24,112 \$200 \$24,312

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**Total Project Cost:** \$24,312  
**State Funds - Grant Amount Requested:** \$22,000  
**Total Match Funds** \$2,312  
**Minimum Required Match Funds:** \$2,200  
**(10% of State Grant Funds)**  
**Additional Match Funds:** \$112

**ATTACHMENT C:  
STANDARD STATE PROVISIONS  
FOR CONTRACTS AND GRANTS  
REVISED DECEMBER 15, 2017  
PERTINENT PROVISIONS:**

This contract/subcontract is being made using funds of the State of Vermont. The following provisions **must be included** in all sub-agreements made using State funds. These provisions are those made pertinent via Clause 19 of Attachment C: Standard State Provisions for Contracts and Grants.

**10. False Claims Act:** The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

**11. Whistleblower Protections:** The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

**12. Location of State Data:** No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

**14. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

**16. Taxes Due to the State:**

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.



- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

**18. Child Support:** (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**19. Sub-Agreements:** Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

**20. No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

**22. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.



Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

**30. State Facilities:** If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

**32. Requirements Pertaining Only to State-Funded Grants:**

**A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

(End of Standard Provisions)

**Request to Cater Malt, Vinous and/or Spirituous Liquors**

**\$20.00 Application Fee (must be included)**

License Number: 6170-001

Licensee Name: Monkey Hospitality, LLC

Doing Business as: The Monkey House

Street: 30 Main Street Town/City: Winooski

Contact Name & Phone: Ryan Smith 802-233-5928 / Ali Nagle 203-913-5627

Email or Fax: fluidbarservice@gmail.com / ali.monkeyhouse@gmail.com

**BE SURE TO READ INSTRUCTIONS BELOW  
BEFORE COMPLETING APPLICATION**

1) Describe type of event: Wedding Reception

2) Location of event: Ohana Family Camp, 341 Quinibek Rd, Post Mills, VT 05058

3) Date of event: 9/4/2022

4) Hours of operation from beginning to end: 1pm-11pm

Approximate number of persons expected: 140

Signed:  Date: 7/8/2022

**Each catered event must have approval from the Town/City  
before submitting this application to Liquor Control.**

Please check one:  Approved  Disapproved

\_\_\_\_\_  
Town/City Clerks Signature (Catered location)      Town/City      Date

**SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT**

**DIRECTIONS:**

- 1) Submit to Town/City Clerk for approval (Town/City Clerk will send to DLC).
- 2) Follow all Liquor Control laws and regulations (what applies to a first or first and third class license also applies to the caterer's license).
- 3) Must have a defined area for serving and consumption of alcohol with designated barriers.
- 4) Must have separate toilet and lavatory facilities available for both men and women.
- 5) Provide sufficient number of employees for control purposes.
- 6) No personal checks will be accepted.

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**BE SURE TO READ INSTRUCTIONS BELOW  
BEFORE COMPLETING APPLICATION**

1) Describe type of event: Wedding Reception

2) Location of event: Ohana Family Camp, 341 Quinibeck Rd, Post Mills, VT 05058

3) Date of event: 9/17/2022

4) Hours of operation from beginning to end: 3pm-11pm

Approximate number of persons expected: 150

Signed:  Date: 7/8/2022

**Each catered event must have approval from the Town/City  
before submitting this application to Liquor Control.**

Please check one:  Approved  Disapproved

\_\_\_\_\_  
Town/City Clerks Signature (Catered location)      Town/City      Date

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# Town of Thetford Vermont

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## Selectboard Regular Meeting \*Draft\* Minutes

### Thetford Town Offices

(w/Virtual Attendance Option)

Monday, June 20<sup>th</sup>, 2022 7:00 PM

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- 1. *Agenda Review*
- 2. *Town Manager Report – Bryan Gazda*
  - 1. *Treasure Island Donation*
  - 2. *Route 132 Update*
  - 3. *Other*
- 3. *Public Comment*
- 4. *Presentation and discussion of Treasure Island Proposed Trails*
- 5. *Announcement of Street Naming Hearing*
- 6. *Discussion of Revised Draft Delinquent Tax Policy*
- 7. *Discussion of Revised Facilities Use Policy*
- 8. *Discussion of Community Visioning*
- 9. *Warrants and Minutes*
- 10. *Adjourn*

Selectboard members present: Sharon Harkay (chair), Li Shen (vice-chair), Mary Bryant, David Goodrich, Steve Tofel  
 Selectboard members absent: Li Shen  
 Others present: Town Manager Bryan Gazda, Town Clerk/Treasurer Tracy Borst, Selectboard Assistant Martie Betts  
 Participating Community members: Stuart Blood, Lucas Stepno, Doug Tifft, Dale Gephart, Lisa Nicolai, Wanda Vaughan, Nick Clark, David Fisk, Jim Masland, Alexis Jetter, Angela McCanna, Melissa Krzal

Sharon Harkay called the meeting to order at 7:02 PM.

### 1. Agenda Review

No changes to the agenda.

### 2. Town Manager Report – Bryan Gazda

#### 1. Treasure Island Donation

Bryan wanted to recognize a generous donation that came through the Ompompanoosuc Community Trust in the amount of \$3356.00 for a new sign, lifeguard chair and umbrella.

#### 2. Route 132 Update

The paving on Route 132 has been completed and they will be meeting to finalize the last punch list. Hopefully the project will be completed in the next two weeks.

#### 3. ~~Other~~



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## 3. Public Comment

1 Stuart Blood wanted to follow up on an email he had sent to the Selectboard during the week that  
2 didn't get into the packet. Stuart said there is an issue that the town needs to be tracking that has  
3 to do with a health advisory that the EPA issued last week for levels of PFOAs and PFOFs in  
4 drinking water. Those levels are the lowest concentration that pose a human health risk. Stuart  
5 said this is an issue because PFOAs and PFOFs have been found in monitoring wells near the  
6 capped landfill in Post Mills. These chemicals have been found in wells in Post Mills in the past  
7 three years and the levels have increased. This is clearly a long-range problem. These chemicals  
8 are called forever chemicals, and it's a problem that is not going to disappear. The Green  
9 Mountain Economic Development Corporation (GMEDC) is getting involved in a program that  
10 would limit liability and allow it to gain control of the landfill and lease the property to a  
11 developer who will build a solar array on the landfill. Stuart said his understanding from the site  
12 manager for the Thetford project is stalled at the Phase 2 site assessment for lack of funding.  
13 GMEDC and the town have a confluence of interest in this process, because both the town and  
14 GMEDC want to see a solar project developed there. The town has an additional interest in the  
15 public health issues related to ground water quality for drinking. The plume of contamination is  
16 in an area that people are likely going to want to develop. The EPA a billion dollars in federal  
17 funding to address these chemicals in the water. About a year ago, Governor Scott specifically  
18 identified the Post Mills landfill as one of the priority sites when he proposed a \$25 million-  
19 dollar brown field cleanup fund. The town needs to make a determination on where new wells  
20 should not be drilled. The town needs not to be a passive observer, make noise and get in the  
21 front of the line for federal money. Stuart said his final request is that this issue be put on an  
22 upcoming agenda for the Selectboard to discuss and he would like to attend to discuss it further.  
23 Sharon Harkay asked Bryan if the existing water study group would be able to look into this  
24 issue.

25  
26 Bryan responded that the Post Mills water company is part of the group so he would anticipate  
27 this could be a topic of discussion. He was not sure how far they would be able get into it with  
28 the funding available now. They can take a look and see how far it goes.

29 Melissa Krzal said she had stopped next to the field by the community building and noticed that  
30 the pollinator garden was next to the community garden and not around the gazebo, which she  
31 thought was an excellent idea. If people got married or had parties there it would make it look  
32 better, and it seems like a road hazard putting it next to the garden because people might stop and  
33 look. Flowers around the gazebo and when did it change. Melissa asked when the group decided  
34 to put it around the garden and are any going to be put at the gazebo.

35 Sharon Harkey reminded people that throughout the history of their meetings and it's even in the  
36 Selectboard handbook, that they are not supposed to comment on the public comments. They  
37 should just accept the comments and if appropriate, deal with the topics later. Sharon told  
38 Melissa she could talk to her separately and fill her in.

39 Martie Betts asked the Selectboard to consider adding Juneteenth as a town recognized holiday  
40 and add it to the personnel policy. Martie also asked that certain town properties, the garden on  
41 Buzzell Bridge Road common, the gazebo and the Timothy Frost building landscaping be tended  
42 to. Martie mentioned trees growing up under the foundation as well as overgrown foliage. The  
43 gazebo has rungs falling off and there is a tree growing under that as well. It's not unusual for  
44 people driving through town to stop and take pictures of the Timothy Frost building as well as



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1 Town Hall. Martie asked that while the Selectboard is considering how to take care of buildings  
2 that they consider management of landscaping as well.

#### 4 **4. Presentation and discussion of Treasure Island Proposed Trails**

5 Sharon Harkay explained the order of events for this agenda item. She noted that the Selectboard  
6 is still in the discussion process of the trails.

7 Lucas Stepno, a member of the Treasure Island Exploratory Committee said he was excited for  
8 the opportunity to speak about trail work. An updated map was displayed virtually. Lucas  
9 explained that the biggest change from the old map was the removal of the Phase 2 boardwalk on  
10 the northern tip of the island. The trails already exist, the goal is to reroute a poorly placed trail.  
11 Recreation and education have always been core values at Treasure Island, and while we  
12 appreciate nature conservation, what we need is to preserve public access to nature. Our intention  
13 is to produce trails that are nature education trails. Our goal is to balance recreation with  
14 conservation and sustainability. The southern loop around the bottom of the property has a picnic  
15 pavilion in it that needs a little bit of work. That could easily be another way to make \$50 a day  
16 like they do on pavilion #1. Lucas feels that the trails would add value, encourage people to visit  
17 more and make people want to spend more time there.

18 Sharon asked how they came up with the re-routing of the trails.

19 Lucas said it was a group effort between committee members and members of the community to  
20 determine the re-routing of the trails. We did a lot of scouting to try to find the best place for a  
21 path. The existing path is being used right now, but there are ticks, poison ivy, and it's too close  
22 to a beaver dam. There are lots of opportunities for improvement. Lucas said that the committee  
23 invited Li (*Shen*) to write that article (*in Sidenote*) and it was great to get so much public  
24 feedback. We didn't realize how controversial that northern area was. Through some of that  
25 feedback, Lucas said he learned where the wetland designation area was. We made sure to keep  
26 our trail away from that area.

27 Doug Tiff, also a Treasure Island Exploratory Committee member, said Luke has been the real  
28 mover of getting the trail documented, and has been the contact with the Upper Valley Trails  
29 Alliance. Doug said that a subgroup is focused on conservation, and they made contact with the  
30 Thetford and West Fairlee Conservation Commissions and invited them, as well as Lisa  
31 Niccolai, on various times to scout the trail. They also made a point to invite Li (*Shen*) because  
32 she's done such good work with Sidenote. We wanted to explain why there would be these high  
33 school kids in July, and possible August, out there working on the trail. Upper Valley Trail  
34 Alliance works with high school groups about their work. As far as the wildlife is concerned,  
35 Doug said it has been a little overstated how pristine this area is. A part of our work has been  
36 identifying areas that need significant clean-up, as it has been a neglected area and a dump site.  
37 You could say we are trying to intrude on the wildlife on their behalf, to try and undo some of  
38 the damage that's already been done. We are trying to see this trail as a way of making some  
39 awareness of this area as something that needs to be back to a place that wildlife will feel at  
40 home in. We will be placing an orientation center about plants and animals, and to include  
41 benches not for picnicking sites, but places to go and quietly observe. Plant identification has  
42 already started. As for the Phase 2 section, we have come to a consensus that it's not a good idea.  
43 That area could be part of a larger conservation plan, for the entire north end. We're hoping it's





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1 education, research and restoration, and part of what we do on the north end is to encourage a  
2 different ethos than what might happen on the southern end.  
3 Dale Gephart said it's been a pleasure to work with this committee. The committee has paid a lot  
4 of attention to the plants and animals and has invited people to comment on these sensitive  
5 habitats. Each habitat is somewhat different, but it's only 12 acres. Dale said he feels the  
6 committee has moved the trail significantly to protect the plants and animals.  
7 Lisa Niccolai works for the White River Conservation District and her involvement with  
8 Treasure Island came about through LakeWise, a state program to work with lake side property  
9 owners. The committee invited her to see if Treasure Island was suitable for an assessment,  
10 which it was, and with Selectboard approval it took place. Her first visit to Treasure Island was a  
11 look at the north section, and we walked an existing trail that looked like it had not been planned.  
12 Lisa said the committee has been receptive to almost every suggestion she has made, such as  
13 moving the trail upland with one or two areas where people can access the lake. We started to  
14 look at other options as they were moving through this process, such as pruning instead of  
15 moving trees. The removal of trees triggers various aspects of the Shoreland Protection Act. We  
16 also looked at 2 culverts running under Route 244 that are creating these wetland areas and  
17 talked about perhaps slowing the flow of that water so that it would have a chance to infiltrate  
18 before it enters the lake. They also identified numerous invasive species which indicates heavily  
19 disturbed areas, and they looked at ways to remove them to control their spread. Lisa described  
20 the area as a heavily disturbed site, not a prime habitat. From the LakeWise perspective, this is a  
21 really positive way to improve a situation that is not good. There is opportunity to design  
22 something that is thoughtful and more appropriate for the site has a large benefit. Lisa felt it  
23 would be worth the effort to find a way to get the permits that are needed.  
24 Dale Gephart said the inventory of plants is on I-Naturalist (<https://www.inaturalist.org/>) and  
25 you can find what's growing at Treasure Island.  
26 Bryan Gazda said he has been talking with 3 state agencies, Fish & Wildlife, DEC Wetland  
27 District, and the Lake and Shoreland Agency. They would be the permitting agency for the trail  
28 if it is needed under the Shoreline Protection Act. The representative from Fish & Wildlife said  
29 that Treasure Island does not fall under the jurisdiction of Act 250 because it is below 10 acres.  
30 There is an endangered bat species in the area, so it is recommended that trees be taken down in  
31 late fall/winter, if necessary. The DEC has identified the north end as a wetland area. Because of  
32 the 2 culverts off Route 244, a representative that came in 2020 identified a meadow that might  
33 also qualify as wetland area, so that's going to be the primary area where we will get a  
34 delineation done. The state has a list of consultants who will do that, but there will be a cost  
35 associated with it. The Lake and Shoreland Agency is the primary agency that we would need to  
36 submit information to, and it's a 2-stage process. The first stage is to submit information on what  
37 you are proposing to see if it needs to be permitted. If it does, we will need to submit and  
38 application and go through the permitting process. If we do have to go through the full  
39 permitting process, it would be a minimum of 45 days, as there needs to be a 30-day public  
40 comment period. Realistically it will be fall before any work could begin.  
41 Sharon asked what the cost would be and if we would be doing the wetlands delineation and  
42 gathering of information concurrently?  
43 Bryan said it would be between two to three thousand dollars for wetland delineation mapping,  
44 and he thinks it would be done concurrently.



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- 1 Sharon asked about the checklist on the Lake Shore Protection Act?
- 2 Bryan said we could, but agent told me once we make a determination to contact him and he
- 3 would walk us through.
- 4 Mary Bryant asked Lisa Niccolai if she thought the two wetland sites created over the years by
- 5 the dumping of water from the culverts or were they there from years before Route 244 was
- 6 built.
- 7 Lisa said that would be tough to guess but there was probably a natural swell coming down from
- 8 across the road. If you did a delineation, you could look at the plant species and soil types to see
- 9 what's there and if it's possible that it was prior to the culverts.
- 10 Mary asked if the wetland as is and/or any improvements to it could help clean the water from
- 11 the culverts before going into the lake.
- 12 Lisa said definitely, that slowing the flow of the water would help. Wetlands are a sponge and
- 13 filter. The more time the water has to absorb into the ground the better. Lisa is just guessing but
- 14 would assume that all the salt and things that are coming off cars are flowing into the ditch which
- 15 then flow into the lake.
- 16 David Goodrich said he has walked the trail 3 different times with the company of David Roth,
- 17 Dale Gephart, and Doug Tiff. David said he appreciated their time and found them to be
- 18 extremely thoughtful and aware. He thinks they are going in the right direction, although he is
- 19 not ready to support it until we get the permitting in place.
- 20 Steve Tofel wanted to thank the committee and felt they had done a remarkable amount of work.
- 21 Steve said he would like to add an agenda item on a subsequent meeting making this a
- 22 permanent committee.
- 23 Bryan wanted to mention with all the agencies he spoke to, none indicated there was anything
- 24 that can't be resolved or done in order to get permits for the project.
- 25 Sharon said this might be a good time to bring up the fact that because we have a town manager
- 26 form of government, Bryan could make the decision without the Selectboard's approval. Li Shen
- 27 and Stuart Blood were adamant in saying that the Selectboard needs to say we approve, vote and
- 28 say we want to have the trails. Sharon looked back in state statute about what the town manager
- 29 has responsibility for versus the Selectboard, and in her take on it, it seemed like extremely gray
- 30 area. Sharon contacted VLCT and asked one of their attorneys for their opinion, and he
- 31 confirmed that it is definitely a gray area. The Selectboard by law is told that it is their
- 32 responsibility to establish and lay out any town park and recreation. It is then the town manager's
- 33 responsibility to take the plan and to put it into existence. What we have in Treasure Island is an
- 34 existing recreation facility, but I haven't found any clear record that a Selectboard in the past
- 35 said we want trails and establish that as a part of the layout of Treasure Island. Sharon is hoping
- 36 that the Selectboard and town manager will work together in deciding whether or not these trails
- 37 should go in if at all possible according to the protections established for the environment
- 38 through the state. An important piece for the Selectboard is to decide if trails are something we
- 39 want to pursue on Treasure Island and if we don't want trails, do we want to say we want to go
- 40 through the wetlands delineation and look to the Lakeshore Protection Act to see if we need a
- 41 permit.
- 42 Steve asked what would happen to the current trails that need to move back from the shoreland if
- 43 we don't move forward. We should realize that there are trails now.





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1 Sharon said we don't know if a Selectboard said there should be a trail and made it, or if people  
2 made it in their wanderings. Sharon asked Bryan where the money might come from.  
3 Bryan said there is a Treasure Island fund, and \$2,500 in the general fund for engineering. There  
4 are a couple of funding sources so we won't have to wait for another year.

5 **Motion** by Sharon Harkay that we authorize the Town Manager to hire a consultant for a  
6 wetland's delineation, and to start the process of gathering data for the lakeshore protection act  
7 so we can move the process along. VOTE by roll call: Mary Bryant – in favor, David Goodrich –  
8 in favor, Steve Tofel – in favor, Sharon Harkay – in favor. **Motion passed.**

9 The Selectboard took public comment:

10 Wanda Vaughan, a resident of East Thetford, reminded the Selectboard that Treasure island used  
11 to be a youth camp in the 1960's and earlier. Most of the trails actually led to camp buildings.

12 Wanda said she went to camp when she was young, and that the buildings were used by campers  
13 and were all over the property.

14 Nick Clark said in 2020 he looked at this area with a district biologist who did not identify any  
15 trails. He encouraged the Selectboard to make sure the trails were preexisting trails.

16 Jim Masland saw an earlier version of plan that showed a boat launch at the north end, which no  
17 seems to be eliminated. He was happy to see that because a little launch becomes a big launch  
18 and the loon nest is not too far away. It takes just one irresponsible person to damage loon nest  
19 for a year.

20 Stuart Blood noticed that the comments have been about aquatic life habitat and not terrestrial  
21 habitat. He asked why the site couldn't be cleaned up without relocating or creating trails, and  
22 asked if there has been a wildlife inventory done by a biologist? Finally, Stuart told Sharon he  
23 took issue with her characterization of his comments in their email exchange. Stuart said Sharon  
24 initiated that discussion by writing to him, asking for his opinion about why there was pushback  
25 against the trails, and she offered the opinion that it should be the town managers decision. Stuart  
26 did not feel that his response was terribly adamant as she described. It seems clear to him, from  
27 extended conversation, that this is a policy decision with conflicting values being addressed and  
28 that it is the sort of thing we elect officials to do. He would not be in favor of turning it over to  
29 even a very skilled town manager, who is not elected.

30 Sharon apologized to Stuart.

31 Dale Gephart said he is not aware of a study but has learned of a stewardship plan. A trained  
32 ecologist/biologist would come and do a study of Treasure Island.

33 David Fisk of Post Mills noted that a lot of work has been done, but he still has issues with trails  
34 at the north end. They would be a disturbance to animals, and their habitat. When you move  
35 toward an animal, they move away from you. You have entered the animal's home and they see  
36 you as a threat. They use up energy to avoid you, which could be used to forage, raise young,  
37 and survive winter. Think of how you are alert when you see someone you don't know walking  
38 along your property line. Particles on the bottom of shoes and on clothing can change the plant  
39 life. Explorers on a trail can create side trails, gather wild edible plants, and even collect animals,  
40 such as turtles. David said he is in favor of cleaning up the north end, and then leaving it to the  
41 animals.

42 Alexis Jetter thanked the committee for its efforts and she hesitates to be a voice against the trail  
43 but she is. She spoke of swimming to the north end of Treasure Island and being intimately  
44 familiar with that section of the shoreline. When she swims by, she sees a great blue heron, and



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1 loons. Even though she swims a fair distance from a great blue heron, that likes to hang out near  
2 one of the carve outs that people have created, not making noise or creating wake, it watches her  
3 and then flies away. Loons can be curious, but Alexis feels even as a swimmer and with greater  
4 distance than the trails, in the water and not threatening, my invasive role as a swimmer effects  
5 the wildlife there. Alexis felt contributions from Li Shen about the width, and Stuart Blood's  
6 comments really helpful. Alexis thinks we need to step back and find other ways to educate  
7 people about the lake.

8 Angela McCanna said she spends a lot of time with her son at Treasure Island and felt that the  
9 voices of the people who use Treasure Island are not being voice heard tonight. We're the people  
10 who go very week; know the place and they want to explore. To hear that the critters are more  
11 important our children and our town's public access. What about the children? Doesn't anyone  
12 care about the kids in Thetford?

13 Wanda Vaughan asked about the restrictions placed on the property because of federal money  
14 used to purchase it.

15 Sharon said she read through information about restrictions on the property, and outdoor  
16 recreation is the primary purpose. We are to give access to as many people as possible, and offer  
17 recreation for all ages. There are some restrictions like maintaining the property so it's attractive,  
18 sanitary provisions, lifeguards, things like that.

19 Doug Tiffit said he was a bit reluctant to speak because he is not a Thetford resident but not that  
20 long ago the Selectboard was considering selling that land as a house lot. We are not  
21 acknowledging the obligation of public access accepted when we acquired this property. It would  
22 be great to have the northern area be recognized as a wildlife preserve. We can regulate the  
23 experience there and there is so much potential in the property.

24 Sharon said to correct the record, it was a previous Town Manager and one or two Selectboard  
25 members who wanted to demolish the house. She was adamantly opposed to that idea and  
26 wanted to make that clear.

27 Melissa Krzal said that we as humans are incredibly selfish by wondering how the land can  
28 benefit us. It's not a lot of land, just a small piece of Lake Fairlee, so why do we want to ruin it  
29 for the animals that live there. As for the idea of a controlled environment, there is always going  
30 to be that one kid or adult who will want to go where the animals are. She did not think we  
31 should ruin the ecosystem for our pleasure.

32 Wanda Vaughan said her husband's grandfather was on the Selectboard when they decided to try  
33 to purchase property in order to give access to Thetford residents access to the lake. He had a  
34 strong belief that all the land would be bought up and there would be no public access to enjoy  
35 the lake. We have to honor some of the history - should we go wild and make it a crazy human  
36 area? Of course not, but Wanda is in favor of bringing back trails.

37 Nick Clark said the Selectboard from 2020 has been misrepresented. The former Recreation  
38 Director, Nathan Maxwell initiated a discussion to get the property under 10 acres so other  
39 improvements wouldn't trigger Act 250. That is what prompted the sale of the land. It does not  
40 justify building trails, and he does not think there should be trails there. He cautioned about  
41 mischaracterizing the past.

42 Sharon said she was going to close out the agenda item and thanked everyone for attending,  
43 listening and sharing. No decision has been made on the trails but the town will move forward  
44 with the wetlands delineation and the wetland shoreland protection act.



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## 5. Announcement of Street Naming Hearing

Sharon Harkay announced there would be a street naming hearing at the July 11<sup>th</sup> Selectboard meeting for a private road currently listed as 0 Latham Road. The request from Matthew and Jaime Pierson, want to name the road Makayla's Way.

## 6. Discussion of Revised Draft Delinquent Tax Policy

Bryan Gazda reviewed changes that were made based on previous comments and other input. Bryan noted that item C is in the policy although the town does not tax personal property. It could be deleted or left in per the VLCT policy.

Mary Bryant said she didn't have the same copy that Bryan was working from. There was discussion about the penalty fee in items F, which was changed to \$2,500 in both F and G.

There was discussion about the allocation of partial payments. David Goodrich said he thought it should be the option of the taxpayer, not the tax collector. Tracy questioned whether or not the computer program that is used automatically distributes the payment evenly between interest and principal. Tracy explained that the interest is on the balance due, not on the principal. Bryan pointed out that in the VLCT guide for Delinquent Tax Collectors, it is recommended that the payment be evenly distributed.

Mary said there is nothing written that takes into account a person's situation. That the town will just take the house to tax sale after 60 days, and then where do they go? David Goodrich said circumstances can be brought to the town through the abatement process. Bryan said there had been a change in the state statute to make sure people behind in their taxes know of the Homeowners Assistance Program. The tax collector should let people know the resources available to them and that's why there is a 60-day period.

Mary wanted to know what happened to the money beyond the taxes due collected when a property sells. Sharon said the property owner gets the money. Bryan said there is also a one-year time frame to make arrangements to pay the overdue taxes. If the payment arrangement is in place, the property will not go to a tax sale.

Mary said she found it ironic that we are charging more money to people who are having a hard time paying money. Could we lower the amount of interest and penalties even more?

Sharon pointed out that the circumstances for not paying taxes may not always be that a person is poor or destitute.

Tracy asked how the current delinquent taxes will be handled once this policy is in place. Is it going to implemented right away? Bryan said that was his goal.

David Goodrich suggested that the old policy should stay in place until the next tax cycle begins, on October 15<sup>th</sup>. Tracy said there were delinquent taxes now that the policy would apply to.

Mary questioned whether it would even be legal to change the policy for the current delinquents. Steve said it was okay to change the policy, even for those currently delinquent.

Tracy said if you allow a two-year plan to pay back the taxes, you should consider how far that policy will allow them to be in arrears. Bryan did agree that the amount could compound, but the goal is for the delinquent tax collector and the property owner to come up with a plan that works for both.

Bryan will bring in a clean copy for the June 27<sup>th</sup> meeting.



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## 7. Discussion of Revised Facilities Use Policy

The Selectboard discussed the process for approval of liquor/caterer permits.  
Bryan will provide a clean copy for the June 27<sup>th</sup> meeting.

## 8. Discussion of Community Visioning

**Motion** by Sharon Harkay to table the discussion on community visioning and take it up in July.  
VOTE by roll call: Mary Bryant – in favor, Steve Tofel – in favor, David Goodrich – in favor,  
Sharon Harkay – in favor. **Motion passed.**

## 9. Warrants and Minutes

- #20.3 \$100.00
- #25.1 \$2,169.71
- #12.4 \$23,517.24
- #24.1 \$36,009.74

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

**Motion** by Mary Bryant to approve the regular Selectboard meeting minutes of June 6, 2022, as  
edited. VOTE by roll call: David Goodrich – in favor, Steve Tofel – in favor, Mary Bryant – in  
favor, Sharon Harkay – in favor. **Motion passed.**

## 10. Adjourn

**Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 9:31 PM. VOTE by roll  
call: David Goodrich – in favor, Steve Tofel – in favor, Mary Bryant – in favor, Sharon Harkay –  
in favor. **Motion passed.**



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## Selectboard Special Meeting \*Draft\* Minutes

### Thetford Town Offices

(w/Virtual Attendance Option)

Monday, June 27<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, Kate Buckley – Vermont League of Cities and Towns, Selectboard Assistant Martie Betts  
Participating community members: Tammy Hazlett, Nicki Corrao, Ben Bradley, Melanie French

1. *Agenda Review*
2. *Public Comment*
3. *Vermont League of Cities & Towns ARPA Presentation with Katie Buckley*
4. *Possible Appointment to the Planning Commission*
5. *Possible Adoption of the Facility Use Policy*
6. *Possible Adoption of the Delinquent Tax Policy*
7. *Regional Energy Coordinator Contract Renewal*
8. *Anticipated Executive Session Pertaining to Employment or Evaluation of a Public Officer or Employee per 1 V.S.A. § 313(3)(a)(3)*
9. *Adjourn*

Sharon Harkay called the meeting to order at 7:04 PM.

### 1. Agenda Review

The Vermont Council on Rural Development has invited us to choose a town leader to go to the 3<sup>rd</sup> Vermont Leadership Summit, and Sharon would like to add it to the agenda to meet their deadline.

### 2. Public Comment

No public comment.

### 3. Vermont League of Cities & Towns ARPA Presentation with Katie Buckley

Katie Buckley gave an overview of how the funds from the American Rescue Plan Act (ARPA) could be used. The town of Thetford will receive \$756,851.75, and the funds must be spent by December 21<sup>st</sup>, 2026. The state has no say over the spending of local ARPA money.

Sharon asked if the legislative body is still responsible when a town has a town manager.

Katie said it depends on what the town charter says, and Sharon said there was no charter. Katie will do some research and get back to the board.

Katie noted there are three ways the money could not be spent. If something is illegal to spend taxpayers money on, if there is an appearance of conflict, and if you wouldn't consider asking taxpayers to spend their money on it. She reminded the board that there is already state assistance for individuals and households, businesses, childcare and broadband, along with



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1 billions of federal dollars pouring into Vermont for water and sewer, broadband, and to repair  
2 roads and bridges. ARPA funds could be used to match grants in these areas.  
3 Tammy Hazlett commented that all the financing that local daycares have received does not  
4 apply to increasing capacity. That is one of the goals, as we are not meeting the needs in our own  
5 community for our children and families. Tammy did contact Let's Grow Kids, and they  
6 encouraged her to go to the town for ARPA funds. Tammy said daycares will be losing \$300 a  
7 month in subsidies for the food program come July 1<sup>st</sup> and funding has been cut for COVID  
8 related expenses.

9 Katie said she will do some research and see if she can come up with more resources.  
10 Katie said that many other towns are forming ARPA committees, who are sending out surveys to  
11 gather input from the community. She suggested consultation with the regional planning  
12 commission, who can offer assistance with public communications.  
13

#### 14 4. Possible Appointment to the Planning Commission

15 **Motion** by Sharon Harkay to appoint Jeff Jemele to the Planning Commission for a 3-year term,  
16 ending in 2025. VOTE by roll call: Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in  
17 favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**  
18

#### 19 5. Possible Adoption of the Facility Use Policy

20 Nicki Carrao, a Thetford Center Community Association (TCCA) board member, had some  
21 questions about the policy as they would like to use the Thetford Center Green on July 23<sup>rd</sup> for a  
22 Vendor Fair. They have used the green before, and never had to sign a contract, pay a fee or  
23 provide insurance.

24 Sharon said as a point of order, the policy has not been adopted yet, and she is not finding  
25 anything about insurance in the draft policy.

26 Bryan Gazda said the insurance requirement is noted in the agreement.

27 Sharon felt it should be added to the policy because both the policy and the agreement should say  
28 the same thing.

29 Li Shen agreed and said she was under the impression that the town was protected under PACIF  
30 (Property and Casualty Intermunicipal Fund).

31 Bryan said if a vendor wants to use a municipal property and you don't require any insurance,  
32 the town becomes the first line of defense should something happen.

33 Li thought it very unfortunate that we are considering making the TCCA, a community  
34 association that works very hard just to survive, pay for insurance.

35 Bryan said they have already forwarded a certificate of insurance naming us and doesn't  
36 understand why this is an issue.

37 Nicki said the association does not have the time to wait for another meeting, as vendors have  
38 already assigned up to be at the fair. They are really not sure where to go from here.

39 Sharon suggested in addition to adding a section about insurance, to also add that by written  
40 request the Selectboard may waive or reduce the fee or the insurance.

41 Nicki noted that their concern is whether or not they have been granted use of the space and  
42 could the fees be waived.

43 Sharon noted that 2 vendors who pay the \$25 fee to TCCA would cover the \$50 user fee for the  
44 green. She said they would benefit from letting the board continue the process of adopting a



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- 1 policy. The Selectboard does not need to decide on the TCCA case tonight but can wait until the
- 2 11<sup>th</sup> and then decide whether or not to waive the \$50 fee.
- 3 Bryan said it was hard to understand everything that's going on. With the current event, TCCA
- 4 got the current agreement. They have already provided their certificate of insurance. In order to
- 5 have the fee waived they needed to come before the Selectboard, which is where we are at now.
- 6 He was not aware that someone from TCCA would be here tonight, because it was on the agenda
- 7 for the 11<sup>th</sup>. It seems like there are two conversations going on, but the decision for tonight is
- 8 whether you want to waive the fee. They have already been given permission to use the green on
- 9 that day and have provided a certificate of insurance.
- 10 Sharon said come July 11<sup>th</sup> we will have this on the agenda, whether or not to waive the fee.
- 11 Ben Bradly said if they intended to waive the fee under the new policy why don't they just waive
- 12 the fee under the old policy and then it's done.
- 13 Sharon said she would like to pass the policy first, and then make the decision on July 11<sup>th</sup>.
- 14 Nicki added that it is a concern that there will be a fee to use that public space, and that they
- 15 should consider that the green and Town Hall are two different types of facilities, so that might
- 16 need to be taken into consideration.
- 17 Melanie French thought requiring insurance where only groups and vendors that are commercial
- 18 and larger can afford it, in order to use a space that has been open to residents before is a concern
- 19 to her. She is bothered that a family won't be able to use it.
- 20 Sharon said the question is do we or don't we want to put in whether or not we would be able
- 21 to waive that insurance. If it is a town group, they are already covered by town insurance. An
- 22 outside group would need insurance.
- 23 Li said they need to pay attention to what Melanie just said. This doesn't mean residents that
- 24 want to do something on the green can't use it. Perhaps we should look at people who are
- 25 commercial vs. people from the town. It would be yet another little barrier for residents who
- 26 would like to use the green.
- 27 Sharon asked Bryan if he could get some numbers on what the cost would be for a person to
- 28 have insurance for use of the green.
- 29 Bryan said this will not prevent residents from having a picnic or ball game on the field, but
- 30 would give an individual the first right to use the space. We would be allowing them sole use of
- 31 that facility for that day and purpose.
- 32 Sharon suggested 2 copies, one with the insurance and possible waiver, and one without, then we
- 33 can decide based on the cost of getting insurance.
- 34 Li noted that 150 maximum occupancy is not that big considering the size of the green.
- 35 Bryan said parking needs to be a consideration.
- 36 Li said people have always managed to figure it out in the past.
- 37 The rest of the Selectboard felt 150 was sufficient and there were other places in town that could
- 38 be used for larger events.
- 39 Bryan noted changes he made to the section on alcohol, tobacco and drug use.
- 40 Steve Tofel asked about the ability to restrict the space for any group who has a particular view
- 41 point that would be controversial.
- 42 Sharon said the policy should be fair and consistent, and noted the last sentence of the second
- 43 paragraph.
- 44 Bryan will go back to the draft and make more changes for review at the July 11<sup>th</sup> meeting.



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## 6. Possible Adoption of the Delinquent Tax Policy

The Selectboard discussed including language that would give the delinquent tax collector more flexibility in determining payment plans.

Tracy Borst said she does not see the payment of taxes as negotiable. Most people know they owe the tax and of the 20 people currently on the delinquent list, there are multiple payment plans or reasons for the delinquency. There has not been active delinquent tax collection for several years. Tracy has given information for COVID relief funds, and several people have taken advantage of it.

Bryan said he did not think the property owner should have the final decision on how to pay the taxes. There should be some sort of mutual agreement. Until the policy is adopted and put into place we won't know how it is going to work. A lot depends on who is sitting on the chair as the delinquent tax collector. The policy can always be amended later.

**Motion** by Sharon Harkay to accept the Policy of the Collector of Delinquent Taxes, as presented, effective June 27<sup>th</sup>, 2022.

Tracy said she would like the board to consider one more time, the requirement of taxes being paid in 2 years versus one. Allowing 2 years has the potential for so much more debt for the tax payer.

Mary Bryant said while she can see that, someone might just need some more time to catch up. She supports the 2 years, allowing the judgment of the tax collector.

VOTE by roll call: Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

## 7. Regional Energy Coordinator Contract Renewal

**Motion** by Mary Bryant to accept the Regional Energy Coordinator Contract Renewal agreement for the fiscal year of 2023. VOTE by roll call: Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

## 8. Nomination for Leadership Summit

The summit will be on August 10th at the Vermont Technical College in Randolph. Sharon Harkay nominated David Goodrich.

David Goodrich accepts the nomination and Sharon will submit his registration.

## 9. Anticipated Executive Session Pertaining to Employment or Evaluation of a Public Officer or Employee per 1 V.S.A. § 313(3)(a)(3)

Sharon proposed moving the executive session to July 11<sup>th</sup>. Li noted that she would not be at that meeting. The Selectboard agreed to move the executive session to July 11<sup>th</sup>.

## 10. Adjourn

**Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 9:15 PM. VOTE; All in favor (5-0-0) Motion passed.





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## Selectboard Special Meeting \*Draft\* Minutes

### Thetford Town Offices

(w/Virtual Attendance Option)

Monday, July 11th, 2022, 7:00 PM

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

Selectboard Members absent: Li Shen (Vice Chair)

Others present: Town Manager Bryan Gazda (via Zoom), Town Clerk/Treasurer Tracy Borst (via Zoom), Treasure Island Exploratory Committee members, David Roth & Dale Gephart

Contributing community members: Missy Krzal, Marion Williams.

Sharon Harkay called the meeting to order at 7:02 PM.

### 1. Agenda Review

No changes to the agenda.

### 2. Town Manager Report – Bryan Gazda

#### 1. Latham Road Phase II Construction Update

BG: Held preconstruction meeting with Stantec (town engineering firm) and Northwoods Excavating (contractor) today and went over in detail the scope of work of the project and project timeline. The contractor will be starting the project in early to mid-August and anticipates completing the project by mid-November. This will include the final topcoat of paving. Also discussed traffic control during construction and the contractor has requested that traffic be restricted to “local traffic” only to minimize throughfare traffic. The road will remain open, but the goal is to minimize use of the road as a shortcut. Given the short duration of this project it was agreed to post the road for “local traffic” only.

SH: Commented that Stantec has recommended in the past to wait a year to allow the road to settle before installing the final topcoat and shouldn't we do this for this project.

BG: Responded that this was discussed and due to the type of road construction (box cutting) being done for the majority of the road, all parties were in agreement that it was okay to topcoat this year, weather permitting. If settling was to occur during the first year, the work would be warranted anyway.

TB: Read a question from the Chat asking about the drainage on Latham Road from the private side to highway side.

BG: He was not aware of any new drainage culverts being installed only those within the design plans nor the flow of the drainage be rerouted being.

Marion Williams, 464 Latham Road, followed up to her Chat question by asking if the project would address the standing water in the drainage ditches in front of her house and along the road in this area.

BG: He needs look at the issue and get with the town engineer and contractor before any decisions could be made.



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## 2. ATT Cell Tower Update

BG: The cell tower is up, and the road has been installed. Dale Lewis, DPW Foreman, and he were at the site today and they feel there is more work to be done regarding stormwater and erosion measures. The Town Manager contracted Bob Evan, from TowerCo, to relay their concerns about the current status of the site. The approved plan for the project requires the road construction to adhere to Vermont Low Risk Site requirements for stormwater and erosion control. The Town Manager forwarded a copy of these requirements to Bob Evans at TowerCo and will follow up on this issue before final approve is given, if required. The electrical service has been installed and the next step is for TowerCo to install the antennas and build the structure to house the equipment to make the tower operational. As far as he knows the goal is to have equipment installed by September and the tower operational shortly thereafter.

SH: Inquired if we knew who what cell services providers would be on the tower?

BG: No, and he is not sure that information will be provided but he anticipates most major carriers would want to utilize it.

## 3. Sayre Bridge Damage Update

BG: Signed a proposal with Daniels Construction to replace the damaged sign and boards and we are just waiting to hear back from them for a date to come out to complete the repairs.

## 4. FEMA Reimbursement Update

BG: All of the FEMA funds have been received and the balance due on the outstanding loan is approximately \$187,000, which is our local share. Financing of this amount still needs to be determined at a later date.

## 5. Delinquent Taxes

BG: Met with Tracy Borst, Town Clerk-Treasurer, and he has all of the necessary information to proceed with mailing out a new letter that provides statutory information regarding the ability to request a meeting with the Board of Abatement, along with Vermont's Housing Assistance Program to help eligible homeowners with delinquent taxes. . He further stated that several property owners have already taken advantage of the state's housing assistance program, with four property owners being approved, one denied, and three applications pending.

He is also including a copy of the new delinquent tax policy and want to work with property owners to help them find a way to pay their delinquent taxes.

SH: Asked if there were any other questions for the town manager. Being none moved to # 3 Public Comments.

## 3. Public Comment

Missy Krzal: Read a prepared statement that expressed her concern that Selectboard members are not giving the proper respect to other Selectboard members and appointed officials, and she would like to see this behavior stop. She also commented that she attended the last Treasure



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1 Island Exploratory Committee meeting and felt the same disrespectful attitude was displayed  
2 during this meeting regarding while discussing the proposed trails at Treasure Island.  
3 She closed her statement with the hope that elected and appointed officials will conduct  
4 themselves with integrity their public service positions demand.  
5 SH: Asked if there were any other public comments. Being none, moved to item # 4.  
6

#### 7 **4. Public Hearing on Request for Road Name (Makalas Way)**

8 SH: Received a request from Matthew and Jamie Pierson for a new street name for a unnamed  
9 road that their new house will be located on.  
10 SH asked if there was any discussion regarding the request.  
11 ST asked where the name came from, and it was determined the proposal street name is the name  
12 of the Pierson's daughter.  
13 TS: Motion by TS to approve the naming of 0 Latham Road as Makalas Way. Roll call vote:  
14 David Goodrich-In favor, Steve Tofel-In favor, Mary Bryant-In favor, Sharon Harkay-In Favor,  
15 motion passes 4-0.  
16

#### 17 **5. Discussion of Who Should Continue to Develop the Master Plan for Treasure Island,** 18 **the TI Exploratory Committee or an Outside Firm**

19  
20 SH: Explained that she put this on the agenda as to discuss the charge of the TIE Committee  
21 regarding the development of a master plan for TI as Selectboard Member Li Shen expressed  
22 that an outside firm might be needed for this task and the TIE Committee needs guidance from  
23 the Selectboard. She asked if a Selectboard member would like to speak to this item.  
24 MB: Asked to her SH thoughts on the matter.  
25 SH: Identified that two members of the TIE Committee David Roth, Chairperson, and Dale  
26 Gephart are here to speak on this matter.  
27 David Roth (DR): Went over the development of the masterplan to date and the information that  
28 has been presented to the Selectboard and the public. He identified the masterplan as having  
29 three components; education, recreation, ecology and referred these components as the three legs  
30 of the stool the masterplan is developed on. He felt that the TIE Committee was following these  
31 principals in the development of the masterplan. He then mentioned another component that Dale  
32 Gephart would speak to, a stewardship plan, that would complement the three components.  
33  
34 SH: Commented the original charge of the TIE Committee did not include education. The charge  
35 was for the Committee to address, financial, environmental, and recreational concerns. She stated  
36 that education could be a part of it, but it is not part of the Committee's original charge from the  
37 Selectboard.  
38  
39 DR: Said he understood but felt that education has an overall part and is relevant to the three  
40 original charges. DR then introduced Dale Gephart to discuss the concept of a stewardship plan  
41 for TI.  
42  
43 Dale Gephart (DG): Introduced the concept of a "stewardship plan" for TI and that in his opinion  
44 stewardship consist of knowledge and responsibility for the overview environment of TI. He



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- 1 further expanded on concepts and values of knowledge and responsibility for TI. He stated that a  
2 stewardship plan complements a management plan and referenced two stewardship plans from  
3 another state that he felt would be a benefit for the overall development of TI. He proposed to the  
4 Selectboard that an outside consultant be engaged to help develop a stewardship plan.  
5 SH: Asked DG if the stewardship plan would more than look out for the natural undeveloped  
6 part of TI?  
7 DG: Respond that yes, the plan would take into account that TI is a park, the building, trails, and  
8 all of the human actively on TI. He stressed that it is not a plan to explore how TI can make a  
9 profit, but it does include how to make TI sustainable.  
10 MB: Asked if it would take into consideration, financial, recreational, and environment concerns.  
11 DG: Referenced the two plan he provided, and this type of information is included in the  
12 stewardship plans.  
13 DR: Commented that the stewardship plan and masterplan would be done in parallel and  
14 complement each other.  
15 SH: Asked were would LakeWise assessment fit in?  
16 DG: That it thought it would be an important part and the LakeWise plan is an action plan for the  
17 stewardship plan.  
18 DR & DG: Both commented that Lisa Niccolai, who is currently working on the LakeWise plan,  
19 would be an ideal person to work on the stewardship plan.  
20 SH: Commented the agenda item for this evening does not include engaging an outside  
21 consultant to complete a stewardship plan.  
22 General discussion ensued on the need for a stewardship plan and the importance of it but  
23 engaging a consultant is not on the on the agenda for this evening.  
24 BG: Commented that there are two different plans being spoken to, a masterplan that deals more  
25 with the physical layout of TI and a stewardship plan that would be include in the masterplan.  
26 SH: Commented she thought the masterplan also needs to contain the financial aspect of making  
27 TI self-sustaining financially.  
28 BG: Commented that he was not sure that addressing the self-sustainability of TI would be in a  
29 masterplan but there would be a financial component in the plan.  
30 SH: Reaffirmed the original charge of the TIE Committee is to identify how to make TI  
31 financially self-sustaining.  
32 MB: Felt the planning work done to date by the TIE Committee has been very invigorating. She  
33 said as the masterplan moves forward, she would like to make sure the community is a part of  
34 the process and the importance of public support.  
35 Dave Goodrich: Asked DR and DG if he heard correctly that completing a stewardship was  
36 above what they can do as a committee?  
37 DR & DG: Responded that the information needed for a stewardship plan requires expertise  
38 beyond what the TIE Committee possesses and reiterated the need to engage an outside  
39 consultant.  
40 ST: Commented that with his experience working with volunteer groups the fastest ways to stifle  
41 committee members or for them lose interest is to micromanage them and let them do a lot of  
42 work without giving them a fair hearing. He believes TIE Committee is an exceptional  
43 committee that has the energy and talent to complete the masterplan to be brought back to the



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1 Selectboard. He stated he is prepared to make a motion to that affect, he also stated that he  
2 thought the TIE Committee should be made a permanent committee.  
3 SH: Asked the Town Manager if he had any additional comments.  
4 BG: Agreed with ST comments that the TIE Committee has the talent to complete a masterplan,  
5 but it would not be in the format as the proposal presented by the SE Group a couple of years ago  
6 for TI.  
7 SH: Fully supports the TIE Committee and believes they have the talent to create a multipage  
8 masterplan which contains the committees original three primary charges for TI.  
9 MB: Asked the DR and DG if they felt supported with what they are doing.  
10 DG: Stated they feel they are being empowered to move ahead with what they are doing.  
11 SH: Motion to continue to charge the TIE Committee with the task of developing a formal  
12 masterplan for TI rather than hiring an outside consultant. Asked for further discussion from  
13 Selectboard members.  
14 MB: Asked if the motion would preclude from hiring an outside firm for architectural firm or  
15 Lisa Niccolai at some point.  
16 SH: State no it would not, the motion only relates to the masterplan document.  
17 Roll Call Vote: Mary Bryant – In Favor, Steve Tofel – In Favor, David Goodrich – In Favor,  
18 Sharon Harkay – In Favor. Motion passed 4-0.  
19 Selectboard members thanked David Roth and Dale Gephart for attending the meeting and their  
20 input.

## 6. Decision on Who Should Handle Late Homestead Declaration Penalty Appeals Based on Hardship, Selectboard or Board of Abatement

25 SH: Commented that based on correspondence between Tracy Borst (TB), Town Clerk and an  
26 attorney at Vermont League of Cities and Towns (VLCT), either the Selectboard or the Board of  
27 Abatement could hear hardship requests from property owners regarding the late filing penalty  
28 for Homestead Declaration. Currently, the Selectboard hears these appeals based on hardship.  
29 TB: Commented the Selectboard hears all Homestead Declaration penalty appeals, not just for  
30 hardship. She further explained that state statute has that the initial request to hear an appeal  
31 should go to the Listers within 14-days of the penalty notice. If the property owner is unhappy  
32 with the Listers decision, then they appeal to the Board of Civil Authorities, and then the court  
33 system. The Selectboard hears appeals based on hardship only. There are four categories of  
34 hardship: military duty, illness or disability of the property owner, illness or disability of a family  
35 member, or flood/fire or other natural disaster.  
36 A general discussion ensued between Selectboard members and the Town Clerk on the proper  
37 process and timeline to hear appeals regarding the penalty for the late filing of Homestead  
38 Declaration. The discussion centered around past practices of the Selectboard hearing all appeals  
39 and new standard of only hearing appeals based on hardship.  
40 DG: Made a motioned the Selectboard hear hardship appeals of Homestead Declaration penalty  
41 after 14-days. Roll call vote: Mary Bryant – In favor, Steve Tofel – In favor, David Goodrich –  
42 In favor, Sharon Harkay – In favor. Motion passed 4-0.



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## 7. Possible Adoption of the Facility Use Policy after Revisiting Renter's Need for Insurance

SH: Stated after last meeting there were still questions regarding insurance requirements for applicants looking to use a town facility. She referenced an email Bryan Gazda (BG), Town Manager provided on this topic and asked if he wanted to go over his email.

BG: Contacted Bushway Insurance, a local insurance agent, and the insurance representative stated insurance is available to an applicant, but it would depend on if they currently carried some form of insurance, and their insurance carrier. The cost for insurance can range from free to a couple hundred of dollars, again based on the insurance carrier. The insurance representative had familiar with Thetford Community Center, and using this as a example, if the event was a low-risk event (baby shower, birthday party, etc.) then they can typically get insurance coverage at no cost. If alcohol is going to served regardless of the location, then insurance should be required. He stated that if the event is a small low-risk event without the consumption of alcohol then he could see not requiring insurance for such events.

SH: Clarified that a professional business or an event where alcohol will be consumed should be required to have insurance.

BG: Agreed that any professional business or event with where alcohol will be consumed should be required to provide insurance. He further commented that we also need to look at the event, regardless of who is applying, to see if it warrants requiring insurance. He cited the upcoming Thetford Community Center vendor fair in the Thetford village green and the potential for a trip and fall incident.

General discussion ensued between the Selectboard and Town Manager regarding what type of organization and events require the need for insurance.

ST: Recommended that Charlie Buttrey, local town attorney and former Selectboard member, be contacted for his opinion on this matter. The Mr. Buttrey is unable to provide an opinion, the Selectboard authorized the Town Manager to contact the Town Attorney for his opinion. Agenda item is tabled until the next Selectboard meeting.

## 8. Possible Waiver of Fee for TCCA's use of Town Green for Fundraising Event on July 23<sup>rd</sup>

SH: Commented that TCCA is requesting a waiver of facility use fee for their event on the Town Green on July 23<sup>rd</sup>. TCCA's request is based on any proceeds from the event will be used to help them maintain their building.

ST: Motion to waive any fees associated with using the Town Green on July 23<sup>rd</sup> from 8am to 7pm for the Thetford Center Community Association for their Market Fair on July 23<sup>rd</sup>. Roll call vote: David Goodrich – In favor, Steve Tofel – In favor, Mary Bryant – In favor, Sharon Harkey – In favor. Motion carried 4-0.

## 9. Possible approval of Auditor's Term of Engagement.

SH: Asked the Tracy if this was something they have authorized before and how long they have been the town's auditors?



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1  
2 TB: Responded, the Selectboard has approved the engagement letter required by the auditing  
3 firm before and they have been the town auditors for many years. She also commented the firm  
4 is very well respected across the state and she works well with them.  
5 MB: Inquired if this is required by statute?  
6 BG: Responded that the Selectboard is required to have a financial audit done each year, whether  
7 the Selectboard does it or they hire an outside accounting firm, it is their choice.  
8 SH: Motion to approve the auditor terms of engagement for the upcoming audit of the audit of  
9 Thetford's books.  
10 Further discussion ensued regarding how the accounting firm invoices for their services (lump  
11 sum), if it was budget for (yes), who can sign the engagement letter.  
12 SH: Modified her motion to authorize the Town Manager to sign the letter of engagement. Roll  
13 call vote: Mary Bryant – In favor, Steve Tofel – In favor, David Goodrich – In favor, Sharon  
14 Harkay – In favor. Motion carried 4-0.

## 10. Warrants

15  
16  
17  
18 Cash Transfer Warrant T-2002-003 - \$59.00  
19 27.1 – \$38,236.85  
20 12.2 – \$40,687.33  
21 21.3 – \$575.29  
22 22.3 - \$73.80  
23 23.3 - \$58,006.71  
24 24.3 - \$515,824.26  
25 13.4 - \$25,123.48  
26 ST: Motion to approve the warrants as presented. Roll call vote: David Goodrich – In favor,  
27 Steve Tofel – In favor, Mary Bryant – In favor, Sharon Harkay – In favor. Motion carried, 4-0.  
28

## 11. Anticipated Executive Session Pertaining to Employment or Evaluation of Public Officer or Employee per 1 V.S.A. §313(3)(a)(3)

29  
30  
31  
32 SH. Motion to move into executive session at 8:44pm pertaining to employment or evaluation of  
33 public officer or employee per 1 V.S.A §313(3)(a)(3). Roll call vote: David Goodrich – In favor,  
34 Steve Tofel – In favor, Mary Bryant – In favor, Sharon Harkay – In favor. Motion carried, 4-0.  
35

36 SH: Motion to move out of executive session at 10:11pm, with no further action taken. All in  
37 favor. Motion carried, 4-0.  
38

## 12. Adjournment

39  
40  
41 ST: Motion to adjourn the meeting at 10:12pm. All in favor. Motion carried, 4-0.  
42







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## 1 4. Continued Discussion and Possible Adoption of Proposed Facilities Policy

2 Bryan reached out to Attorney Charlie Buttrey who sent an email with three suggestions. He did  
3 not answer the question about organizations and events that really need the insurance vs. ones  
4 that don't.

5 Sharon noted that Charlie's first point was something she had raised. Sharon agreed that it would  
6 be better to end the sentence after the words "user fee" and said the Selectboard or whoever  
7 should be very careful when they make their decision and be ready to tell people why that  
8 decision was made.

9 Bryan said to remember that waiving or reducing the fee is an option and not something they  
10 have to do.

11 Sharon thought the second suggestion to add "or as a consequence of the event" was prudent and  
12 a good idea and agreed with the third point that the language should be consistent between the  
13 use agreement and the policy. Sharon said while we still have to hear about whether certain  
14 groups need insurance, we could just put in a waiver to reduce the user fee or waive the  
15 insurance requirements just so we get the policy going.

16 David Goodrich liked the option to waive the insurance and said they need to be consistent and  
17 be able to defend their decision.

18 Bryan pointed out that with that waiver the Selectboard will more than likely be hearing from  
19 every user.

20 Mary Bryant said she didn't think they would have that many to review.

21 Li agreed that there are not too many events on the green.

22 Bryan reminded the Selectboard that this will also cover the use of Treasure Island.

23 Sharon said she would like to amend the language of the waiver to say the fee may be reduced,  
24 and/or the requirement to provide proof of insurance when alcohol will not be consumed.

25 Sharon asked Bryan for a final draft in August.

26 Charlie Buttrey joined meeting at 8:35 pm.

27 Sharon told Charlie the remaining question is whether there are some types of situations where  
28 we should absolutely require insurance and whether there might be some where we could waive.

29 Charlie gave the example of someone having a memorial service for a town resident on the green  
30 with no alcohol, why should they get insurance? From a policy perspective, is the point to  
31 encourage people to use these facilities or are they just available if people want to use them?

32 Sharon said they would like to encourage more people to use the facilities, and the Town  
33 Manager wants to make sure the town doesn't wind up with a big insurance claim.

34 Charlie said he can't imagine wanting a celebration of life for his mother (for example) and then  
35 have to cough up money because of a policy. As an attorney, when he goes after someone he  
36 goes after who has the deepest pockets. Charlie asked Bryan if the town insurance policy would  
37 exclude an injury on town property? Bryan said probably.

38 Charlie then said from a legal opinion it is a good idea, but he's not sure it's a good idea from a  
39 policy perspective. If you want the public to use the facilities, you don't want to then put hurdles  
40 in the way.

41 Bryan gave the example of the upcoming vendor fair, if someone were to trip and fall over one  
42 of the ropes a vendor put up, who would Charlie go after.



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1 Charlie said he would get in touch with vendor's insurance company first, then the association  
2 who put on the even and finally, the town's insurance company.  
3 Sharon wondered about someone who had a birthday party and had things like a bounce house.  
4 Charlie said that alcohol does create other issues and thought there should be a change in the  
5 language to include an accident that occurs as a consequence of the event.  
6 Sharon said they looked at the three items Charlie had sent and agreed with all three earlier this  
7 evening.  
8 Steve Tofel wondered if it would be worthwhile to have wording in there about a for-profit entity  
9 being required to have insurance.  
10 Li thought that would kill anything like a vendor fair. These vendors are small and probably  
11 don't have insurance.  
12 Sharon said the Selectboard would use their best judgment in whether or not to consider  
13 insurance.  
14 Charlie said he liked giving the Selectboard that flexibility.  
15 Bryan said he would need to look at the actual rental agreement and see if we need to ask  
16 specific questions of the user.  
17 Sharon asked Bryan to have one version with the waiver, and one without for the August 1  
18 meeting.

## 5. Setting Speed Limits on Town Roads and Residents' Request for Lowering the Speed on a Section of Academy Road

22 Sharon noted that the agenda specifically mentions a section of Academy Road and since the  
23 agenda was posted, residents on Sanborn Road wanted to have a section of that road addressed.  
24 The Selectboard reviewed the traffic ordinance.  
25 Steve Tofel said on Academy Road at the bend by the state park the speed was increased from 25  
26 mph to 35 mph. We have heard from residents that their mailboxes are on the west side of  
27 Academy Road while their houses are on the East side. They have to cross the road to get their  
28 mail and it is dangerous for someone who might not be able to get off the road quickly. They  
29 have requested a reduction of the speed limit back to 25 mph, which would mean changing the  
30 ordinance.  
31 Li said the police had a big say in road safety and the ordinance. It is the police who have an idea  
32 of what's safe and what's not. Maybe the residents need to get the opinion of the police.  
33 Sharon said she remembered Chief Evans and then town engineer Mary Ellen Parkman doing the  
34 survey but doesn't remember an explanation of exactly why they did what they did.  
35 Li said it had to do with site lines and guidelines from the state. People will drive at the speed  
36 that they feel the road can handle. If we have problems with pedestrians in the road there should  
37 be signs.  
38 Mary asked if they could move their mailboxes.  
39 Steve said the placement of the mailboxes is up to the postal service and it apparently wasn't an  
40 option.  
41 Sharon said they should consider the human factor rather than just formulas and stringent rules.  
42 If people feel unsafe crossing the road, and it's a short length of road, it seems for all those  
43 reasons we could have our current chief look at it to see what's reasonable.



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- 1 Steve said we're talking about 10 mph for 3/10 of a mile.
- 2 Mary agreed that Chief Scruggs should look at this.
- 3 David noted that when he drove Academy Road, the transition from 25 mph to 35 mph seems to
- 4 be at the boundary of the village center designation. It might be a factor to keep in mind.
- 5 Bryan said he would talk with Chief Scruggs.
- 6 Sharon said a resident told her that while according to the ordinance, Sanborn Road should be 25
- 7 mph the entire length from Latham Road to Route 5, the end closer to Route 5 is marked 35 mph.
- 8 Barbara DeFelice, who had contacted Sharon, said it was posted 35 mph on both ends, but she
- 9 had only sent pictures from the Latham Road end.
- 10 Bryan said that was simply a sign change.

## 6. Discussion on Which Requests for Liquor Licenses for Events Should Be Handled by the Town Clerk Versus the Liquor Control Board

- 14 Sharon said this item is about who handles the requests so they can firm up the policy. Sharon
- 15 felt if the request is submitted far enough in advance the local liquor control board should say
- 16 yes or no.
- 17 The Selectboard assistant read an email from the Barre City clerk that included the statute and
- 18 policy of the city that allows for the clerk to sign under certain circumstances.
- 19 There was discussion about new caterers vs. previously approved catering companies.
- 20 Mary said if the caterers do not come before the board, then its just paperwork. What is the real
- 21 difference between the board or Tracy signing?
- 22 Sharon said there would be more people to review with the board, and perhaps one of the board
- 23 members would have experience with the caterer, plus the local liquor control board is statutorily
- 24 in charge of this.
- 25 Steve said if the caterer has come to the board already, and there will not another meeting prior
- 26 to the event, the clerk should be authorized to issue the permit.
- 27 Li agreed.
- 28 **Motion** by Sharon Harkay to suspend the Selectboard meeting at 8:07 pm and convene a
- 29 meeting of the local Liquor Control Board. VOTE: All in Favor (5-0-0). **Motion passed.**
- 30 **Motion** by Sharon Harkay that new caterers to Thetford are required to get their approval for
- 31 their liquor license from the local Liquor Control Board. And further, that those caterers who
- 32 have gotten licensed before, if their event will be happening before the local Liquor Control
- 33 Board meets again, the Town Clerk will be authorized to give approval for their license.
- 34 Steve suggested the language "all licenses for catering events where liquor will be served will be
- 35 approved by the local Liquor Control Board, except previously approved caterers, licensed by
- 36 the state who will have an event that will come before the next meeting of the local Liquor
- 37 Control Board. Those may be approved by the Town Clerk."
- 38 VOTE by Roll Call: David Goodrich – in favor, Li Shen – in favor, Mary Bryant – in favor,
- 39 Steve Tofel – in favor, Sharon Harkay – in favor. **Motion passed.**
- 40 **Motion** by Sharon Harkay to adjourn the meeting of the local Liquor Control Board at 8:12 pm
- 41 and reconvene the Selectboard meeting. VOTE: All in Favor (5-0-0). **Motion passed.**
- 42



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## 7. ~~Draft Survey for Solieiting Ideas for Spending of ARPA Funds~~

### Getting Familiar with the Categories for Possible ARPA Funding

3 Bryan had put together a white paper regarding the presentation by Katie Buckley. Bryan  
4 suggested looking at the categories and deciding where we should put the focus. This will help in  
5 the creation of the survey.  
6 Sharon said they should double check the list from Katie for state programs already in existence.  
7 Sharon asked about roads, buildings, and maintenance.  
8 Bryan said that comes under lost revenue.  
9 Sharon wanted to make sure that was included in the survey.  
10 Bryan didn't necessarily agree and said they should look at capital improvements and  
11 infrastructure. Childcare is covered in 2 or 3 sections. There are several state and federal  
12 programs that have assistance and while we can look at childcare, we should keep it simple.  
13 Sharon said we need projects that are a onetime thing. We can't afford to start something that we  
14 can't keep up.  
15 Mary said there are a great deal of needs in this town, but she would like to see the needs  
16 prioritized. What do we need now? The church is a great thing, but not a critical thing to keep  
17 people going to work or our economy going. What are the things that are the most heavily  
18 impacted by COVID?  
19 Sharon said they are not talking about renovating the Timothy Frost building, but fixing  
20 structural problems so we do not lose the historical structure due to neglect.  
21 Mary said we don't need to take that project out of the fund  
22 Li disagreed and said it would be hard to find money somewhere else. This building is crucial to  
23 this place and this sense of place. It could be a useful building, but it can't be anything if it's  
24 structurally unsound.  
25 Mary said there are so many needs in town, and they should make a list to prioritize. She didn't  
26 mean to make the church a topic of discussion.  
27 Bryan said that's why he presented the categories. They need to truly understand the needs.  
28 Bryan reminded the Selectboard that the money could also be used for matching grants.  
29 Sharon cautioned the Selectboard not to keep looking at 2024 as the end date because there is a  
30 danger of waiting until the last minute.  
31 Sharon said this changes our timeline drastically. Is Bryan now suggesting the draft survey might  
32 not come before the Selectboard until September 12<sup>th</sup>?  
33 Steve said he was trying to decide how specific they needed to be.  
34 Mary disagreed. People want to know what the money is going to be used for.  
35 Sharon suggested having an initial survey with broad categories and then a second survey with  
36 choices under those categories proven to be the priorities.  
37 Sharon asked Bryan to have examples from other towns by August 1, and then perhaps by Sept  
38 12 there could be a draft survey.

## 8. Warrants and Minutes

41 #29.1 \$47,672.39  
42 #28.1 \$60.00



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1 #25.3 \$5,310.00  
2 #13.2 \$14,988.89  
3 #14.4 \$27,226.10

4 **Motion** by Li Shen to accept the warrants as presented. VOTE: All in favor (5-0-0). **Motion**  
5 **passed.**

6 Approval of minutes was postponed at the next meeting.  
7

8 9. **Anticipated Executive Session Pertaining to Employment or Evaluation of a**  
9 **Public Officer or Employee per I V.S.A. § 31 3 (3)(a)(3)**

10 **Motion** by Sharon Harkay to enter Executive Session to discuss employment or evaluation of a  
11 public officer or employee per 1 V.S.A. § 31 3 (3)(a)(3) and to invite Bryan Gazda. VOTE by  
12 Roll Call: Steve Tofel – in favor, Mary Bryant – in favor, Li Shen – in favor, David Goodrich –  
13 in favor, Sharon Harkay – in favor. **Motion passed.**

14 The Selectboard entered executive session at 8:51 pm.  
15

16 **Motion** by Sharon Harkay to exit Executive Session at 9:45 pm. VOTE: All in Favor (5-0-0).  
17 **Motion passed.**

18 No action taken  
19

20 1. **Adjourn**

21 **Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 9:46 pm. VOTE: All in  
22 Favor (5-0-0) **Motion passed.**

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