



Town of Thetford Vermont

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

Selectboard Special Meeting *Draft* Agenda

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, September 12th, 2022 7:00 PM

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

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

7:00pm – Call to Order

1. Agenda Review
2. Town Manager Report
 1. Various Topics
3. Public Comment
4. HVAC Upgrade Discussion with EEI and the Energy Committee
5. Update on Thetford Elementary School Solar Array
6. Window Dresser Inserts
7. New Facilities Policy and the Thetford Hill Green, Including the Existing Agreement
8. Update on Academy Road Speed Limit with Chief Scruggs
9. Discussion of Potential Stewardship Plan for Treasure Island
10. DRAFT ARPA Funds Survey
11. Errors and Omissions Certificates from the Lister Office
12. Voting Delegate for VLCT Town Fair
13. Liquor Control Board
14. Warrants and Minutes
15. Adjourn

**Energy Improvements at Town Offices
EEL Proposal
09/12/2022 Selectboard Meeting**

EEL's proposal (see Attachment 1) will produce a fossil-fuel free building during normal operation, lower energy usage and costs, improve comfort, and provide energy-efficient ventilation to deliver building occupants healthy indoor air quality including protection from airborne illnesses. The project is an opportunity to advance several town goals or recommendations explicitly stated in Thetford's Town Plan, including:

1. Having "**[w]ell-maintained facilities that do not contribute to greenhouse gas emissions**". (Chapter IV, p. 40)
2. "**[Eliminating] reliance on fossil fuels**". (Chapter IV, p. 40)
3. Seeking to "**reduce or eliminate its greenhouse gas emissions**". (Chapter IV, p. 41)

In addition, the Town Plan specifically identifies developing "**[a] plan for improving energy efficiency of Town Hall and identifying sources of funding**" as a "**suitable project for the IREC in concert with the Thetford Energy Committee**". (Chapter IV, p. 25)

Furthermore, Thetford residents have indicated their strong support for such initiatives. In 2018, Thetford residents approved the following article with only a single "no" vote (emphasis added):

Shall the town **encourage the Selectboard to improve energy efficiency through conservation and renewable measures**, and send a letter to the legislature urging it to commit to at least 90% renewable energy for all people in Vermont by 2050, ensure that the transition to renewable energy is fair and equitable for all residents, and halt any expansion of fossil fuel pipelines? Should this article pass, a letter shall be sent from the Town of Thetford to our State Representatives and Senator, the Speaker of the Vermont House, the President Pro Tempore of the Vermont Senate, and the Governor, including the count of votes supporting and opposed to the article.

In 2020, the voters approved funding the Intermunicipal Regional Energy Coordinator position, the purpose of which is to, "lessen overall energy use, lower greenhouse gas emissions and move to renewable generation of electricity".

In short, the project with EEL is a substantial, concrete step towards long-standing town goals that have been affirmed by Thetford voters.

Additionally, the Town has a one-time opportunity to pay for this work using federal ARPA funds. While these funds could be used to pay for ongoing town expenses like road maintenance, this one-time gift from the federal government is an opportunity **to make a lasting impact for the town**. This project can demonstrate to the public that heat pumps are not just a clean, efficient technology, but can perform in sub-zero temperatures and in existing buildings. Utilizing ARPA funding for this project is an opportunity to forward the town's goals of reducing greenhouse gas emissions and dependence on fossil fuels, invest in a municipal building, and publicly display the benefits of heat pumps and mechanical ventilation.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

EEl's proposal is not cheap (see Attachment 2 for a budget breakdown). We have worked to bring the price of the project down, while still achieving the project objectives. Furthermore, if the Selectboard agrees to move forward with the project, EEl will put the mechanical and electrical components out to bid and the town will receive the most competitive pricing for this work. Still, it is expensive to update a building's mechanical systems, particularly when the original system was inadequately designed (lack of zoning for occupant comfort, poor design of supply and return locations, etc.). In addition, working with EEl comes with added costs that other contractors may not include. We believe these costs are justified given the size and scope of this project:

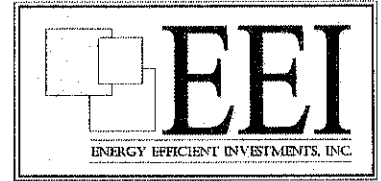
- The system will be designed by a licensed engineer and EEl will pull all permits required by the State of Vermont (construction, electrical, and plumbing permits). This will help ensure that the system is properly sized, will run optimally for energy efficiency, comfort, and indoor air quality, and that all code requirements are met.
- EEl will manage the project from start to finish, overseeing and coordinating the subcontractors to make sure all components are installed correctly the first time, avoiding future issues and maintenance costs. Their management will also help keep the project on schedule and reduce disruptions to office workers.
- EEl will commission the systems, verifying that everything is working properly and setting up the appropriate controls. This process will confirm that systems are operating efficiently and keep energy costs as low as possible.

For the past two decades, the Town has been dealing with an HVAC system that was improperly installed. This has led to increased energy costs, comfort and zoning issues, and higher greenhouse gas emissions. In sum, working with EEl will ensure the project will be "done right" to provide a comfortable and healthy environment for the town's hardworking employees, and a public space for community members to learn about and experience heat pump technology.

Respectfully submitted,

Geoff Martin, Intermunicipal Regional Energy Coordinator, TRORC
Erica Ko, Joint Theford Energy Committee

Attachment 1



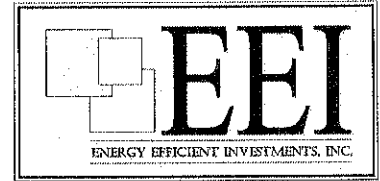
Energy Improvement Budget Proposal

Between

Energy Efficient Investments Inc.

And

Town of Thetford



Date: 9/8/22

Project Highlights

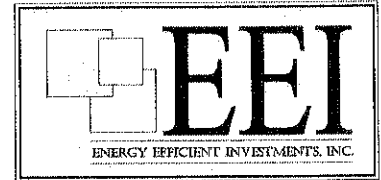
1. All electric heating & cooling system utilizing the most advanced heat pump technology (equipment to be mfg. by Daiken or Mitsubishi)
 - a. Operating temperatures down to -14 degrees F
 - b. Back up resistance heat for the ERV & strip heating in the basement
2. Eliminates use of fossil fuels as the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

Scope of Work: Electric & HVAC

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

General Notes:

1. Approximately 1 month duration from start to finish
2. Propose doing work during the spring or fall, during shoulder season
3. Work to occur during normal working hours
4. Project is subject to review with State Fire Marshall
5. Includes Davis Bacon Wage Rates
6. This project excludes DDC & Web based controls



Summary:

Thetford Town Hall

Schedule of Values

| | |
|--------------------------------------|------------------|
| General Conditions & Site Management | \$17,630 |
| Drawings & Design | \$13,920 |
| Site Work & Pads | \$3,600 |
| Mechanical | \$142,000 |
| Electrical | \$28,500 |
| Drywall & Paint | \$6,120 |
| P&P Bond | \$3,260 |
| Permits | \$3,019 |
| Warranty | \$4,166 |
| Contingency (Cost & Project Timing) | \$5,000 |
| Total Budgeted Costs | \$227,215 |
| Owner Contingency (10%) | \$22,722 |
| Total Town Budget | \$249,937 |

- Total budgeted costs is for a turn-key solution and includes all drawings, permits, bonds & workmanship for a complete and operable HVAC system.
- Total budgeted energy savings of \$2,500/year. Savings budget is based on LP @ 3.76/gallon & Electrical .175 kwh.

Process:

1. If Thetford approves the budget, EEI will develop engineered stamped drawings and will put the project out for final pricing. Once final pricing is received, it will be reviewed w/ the town and a contract will be signed based on the final drawings and the final lump sum price.

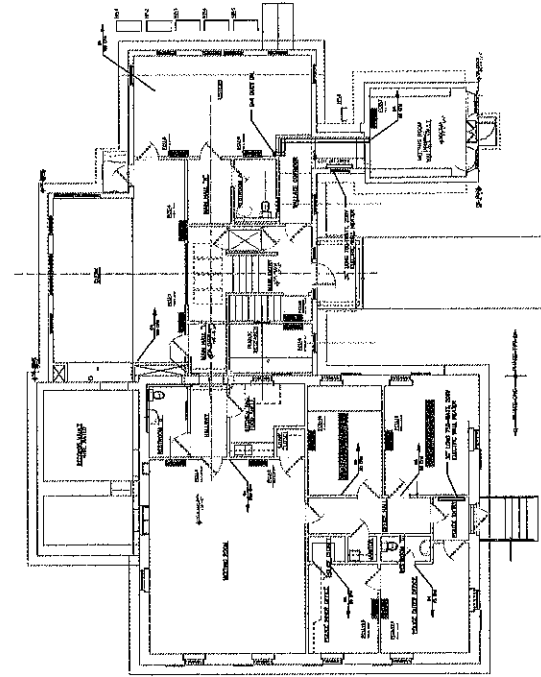
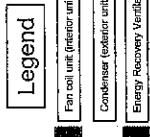
Schedule:

Work to occur during the "shoulder season" – Fall of 2022

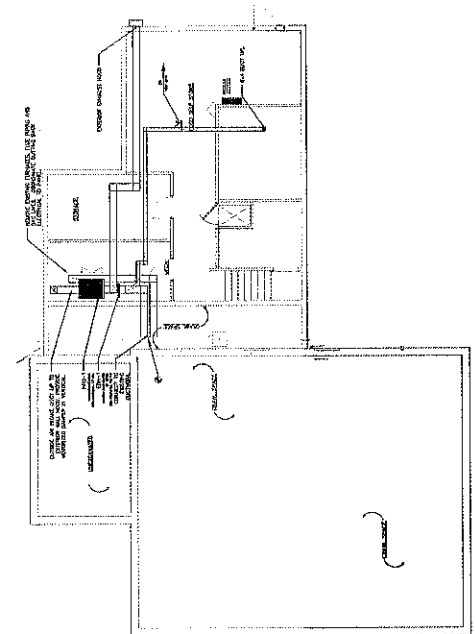
1. Final drawings 11-1-22
2. Contractor Pricing 11-15-22
3. Signed Contract w/ Thetford: 11-30-2022
4. Project Start 12-15-22
5. Substantial Completion 2-1-2023

| MARK | MANUFACTURER | MODEL # | DESCRIPTION | SERVERS | LOCATION | SOUND PRESSURE LEVEL (SPL) (DB) | TONNAGE (TONS) | SELECTION (DATE) | MECA | NOTES |
|------|--------------|------------|----------------|------------|-----------------|---------------------------------|----------------|------------------|------|-------|
| RP-1 | WILCOX | WZ-3200N42 | REPUTE HP UNIT | FD-1 & 2 | MEETING ROOM | 55.0 | 48.5 | 200-200/7A/7D | 42.0 | 1 |
| RP-2 | WILCOX | WZ-3200N42 | REPUTE HP UNIT | FD-3 & 4 | CLERK OFFICE | 55.0 | 28.4 | 200-200/7A/7D | 50.5 | 1 |
| RP-3 | WILCOX | WZ-3200N42 | REPUTE HP UNIT | FD-5 & 6 | USERS OFFICE | 55.0 | 28.4 | 200-200/7A/7D | 50.5 | 1 |
| RP-4 | WILCOX | WZ-3200N42 | REPUTE HP UNIT | FD-7 & 8 | PLANNING/ZONING | 55.0 | 28.4 | 200-200/7A/7D | 50.5 | 1 |
| RP-5 | WILCOX | WZ-3200N42 | REPUTE HP UNIT | FD-9 & 10 | POLICE OFFICE | 55.0 | 28.4 | 200-200/7A/7D | 50.5 | 1 |
| RP-6 | WILCOX | WZ-3200N42 | REPUTE HP UNIT | FD-11 & 12 | 1000 COURT | 55.0 | 28.4 | 200-200/7A/7D | 50.5 | 1 |
| RP-7 | WILCOX | WZ-3200N42 | REPUTE HP UNIT | FD-13 & 14 | WALLACE HALL | 55.0 | 28.4 | 200-200/7A/7D | 50.5 | 1 |
| RP-8 | WILCOX | WZ-3200N42 | REPUTE HP UNIT | FD-15 & 16 | WALLACE HALL | 55.0 | 28.4 | 200-200/7A/7D | 50.5 | 1 |

NOTES:
 1. PROVIDE STAND AND HANGAR TO PREVENT INSIDE EXPOSURE.



1 1ST LEVEL MECHANICAL PLANS 1/8"=1'-0"



1 BASEMENT LEVEL MECHANICAL PLANS 1/8"=1'-0"

- GENERAL NOTES:
1. ALL MECHANICAL WORK PER 2015 IBC, MECA-30A, ASHRAE STANDARDS AND ALL APPLICABLE STANDARDS.
 2. PRESSURE TEST ALL NEW DR. MODIFIED PIPING SYSTEMS TO 1.5 TIMES DESIGN PRESSURE WITH A QUALIFIED CONTRACTOR AND COORDINATE WITH CONSTRUCTION MANAGER.
 3. PROVIDE INSULATION PER 2015 IECC AND AS SPECIFIED.
 4. FIRE SEAL ALL PENETRATIONS THROUGH FIRE WALLS.
 5. PROVIDE AND INSTALL CONDENSATE PIPING PER 2015 IECC AND ALL APPLICABLE STANDARDS.
 6. PROVIDE AND INSTALL CONDENSATE PUMP ON FAN COIL UNIT AS REQUIRED.
 7. PROVIDE AND INSTALL CONDENSATE PIPING (PVC) FOR EACH FAN COIL UNIT.

AutoCAD SHX Text
 -SELECTBOARD
**PROGRESS DRAWING
 NOT FOR CONSTRUCTION**

DATE: 12/10/2021
M1.0
 SHEET 2 OF 7

PROJECT:
 THE FORD
 TOWN OFFICES
 THE FORD, VERMONT

FOR:
 ENERGY EFFICIENT
 INVESTMENTS, INC.
 BURLINGTON, VT

MECHANICAL SYSTEM IMPROVEMENTS

HYAC MECHANICAL PLANS

REVISIONS:
 A

TACONIC MECHANICAL
 100 WASHINGTON ST. #100
 BURLINGTON, VT 05401

Attachment 2 - Budget Breakdown

Mechanical

| Heat Pumps | | Description |
|---------------|-----------|---|
| Equipment | Cost | 50,000 14 indoor units, 6 outdoor units |
| Materials | \$ | 10,000 Refrigerant & condensate piping, line hide |
| Labor | \$ | 50,000 \$95/hour |
| Total | \$ | 110,000 |
| Furnace & ERV | | Description |
| Equipment | Cost | 12,000 New LP fired furnace, ERV |
| Materials | \$ | 7,000 Ductwork, insulation, piping |
| Labor | \$ | 13,000 \$95/hour |
| Total | \$ | 32,000 |

| | |
|---------------------------|-----------|
| Total Mechanical = | \$142,000 |
| Total Electrical = | \$28,500 |

Electrical

| Subpanel | | Description |
|--------------|-----------|---|
| Materials | Cost | 8,500 Subpanel, 6 disconnects, conduit, wire |
| Labor | \$ | 12,000 \$95/hour |
| Total | \$ | 20,500 |
| HVAC | | Description |
| Materials | Cost | 2,500 Wiring and conduit between condensers and evaporators |
| Labor | \$ | 5,500 \$95/hour |
| Total | \$ | 8,000 |

Notes:

1. The mechanical and electrical portions of the project will be put out to bid for competitive pricing.
2. 15% for overhead, 5% for profit markup for oversight and coordination is included in each line item.

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____.

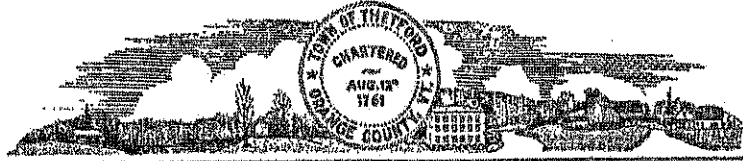
Sharon Harkay, Selectboard Chair

David Goodrich, Selectboard Member

Li Shen, Selectboard Vice Chair

Steve Tofel, Selectboard Member

Mary Bryant, Selectboard Member



Town of Thetford

PO Box 126

Thetford Center, VT 05075

(802) 785-2922

**AGREEMENT BETWEEN
THE THETFORD HILL VILLAGE IMPROVEMENT SOCIETY (THVIS)
AND
THE TOWN OF THETFORD, VERMONT
ON THE CARE AND MANAGEMENT OF
THE THETFORD HILL COMMON**

The undersigned, being the members of the Selectboard of the Town of Thetford, a municipal corporation duly created and validly existing under and pursuant to the laws of the State of Vermont ("the Town"), and the Thetford Hill Village Improvement Society ("THVIS"), hereby agree to the following:

WHEREAS, the Thetford Hill Common ("the Common") was established as a public park on June 25, 1907 by Order of the Selectboard;

WHEREAS, the 1907 Order of the Selectboard authorized THVIS, until further ordered, to provide care and management for the Common;

WHEREAS the Thetford Hill Village Improvement Society, worked diligently to have The Common and surrounding houses included in the Thetford Hill Historic District and placed on the National Historic Register of Historic places (finalized October 27, 1988).

NOW THEREFORE, BE IT RESOLVED that the Selectboard hereby updates its 1907 Order as follows:

RESOLVED, that the public shall continue to have all access to the Common allowed for under law;

RESOLVED, that THVIS shall continue to be authorized by the Town to provide care and management for the Common, including scheduling events that are to take place on the Common.

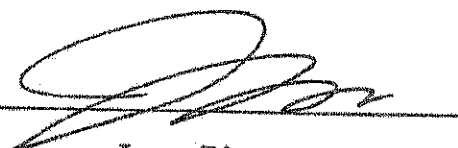
RESOLVED, that lawn-mowing and tree trimming for the Common shall be taken care of by THVIS without expense to the Town;

RESOLVED, that at the Town shall carry liability insurance for activities which take place on the Common.

RESOLVED, that this Resolution shall last for a term of twenty years and shall expire on April 1, 2037, or upon sooner action as agreed to by the Selectboard of the Town of Thetford and THVIS

IN WITNESS WHEREOF, those signing and dating on page two have executed this resolution.

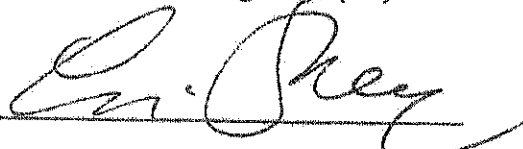
TOWN OF THETFORD SELECTBOARD :

3/27/17
Dated _____

James Dixon

Dated _____
Jessica Eaton

3-27-17
Dated _____

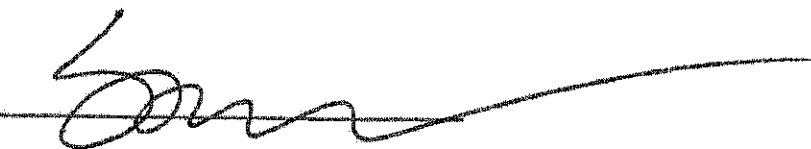
Stuart Rogers (Chair)


3/27/2017
Dated _____

Li Shen

3-27-17
Dated _____

Doug Stone

THETFORD HILL VILLAGE IMPROVEMENT SOCIETY :

4.5.17
Dated _____

Sam VanDam (President)

3-27/17
Dated _____

Mike Pomeroy (Vice-President)

Thetford Hill Expenses to Maintain Green 2016 – 2021

| Expense | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Bench repair supplies | | | \$35.68 | \$15.94 | | |
| Envelopes | | | 10.99 | | | |
| Flag | \$40.00 | | | 34.90 | \$39.34 | |
| Green Mtn Power | 251.59 | \$240.88 | 251.98 | 247.14 | 266.20 | \$267.16 |
| Hodges property service | 2070.00 | 1975.00 | 1470.00 | 2110.00 | 1870.00 | 1820.00 |
| Notecards | | | | | 51.37 | |
| Postage | 33.84 | 9.80 | | | 31.99 | |
| Printer ink cartridge | | 40.99 | | | | |
| Printing | | 106.05 | 3.60 | 9.20 | | |
| Sign on green - paint | | 48.99 | | | | |
| Sign on green – TA | | 535.21 | | | | |
| Sign on green - wood | | | 81.00 | | | |
| TA – donation | 500.00 | 500.00 | 500.00 | 500.00 | | 500.00 |
| TES - donation | | 30.00 | | | | |
| Tree Service – Brian Beaty | 1000.00 | 150.00 | 156.00 | 520.00 | 300.00 | 1100.00 |
| Tree Service – Old City Tree Svc | | | | | | 200.00 |
| VT Sec of State – corp. fee | | 25.00 | | | | |
| TOTAL | \$3895.43 | \$3661.92 | \$2509.25 | \$3437.18 | \$2558.90 | \$3887.16 |

- 2022 expenses of note: \$106.07 for bench repair and \$1140.00 for Brian Beaty tree service so far.
- We generally try to have the TA kids do the fall clean-up and then pay them \$500.00 toward their Spanish/French trip (or, in the case of 2021, for their end-of-year activities). If Bill Hodges does the clean-up, he charges (in 2020) \$140.00 for two hours of labor with an attachment on his mower, twelve hours of labor at \$50.00/hour for his helpers (who I happen to know get minimum wage), and \$150.00 to haul away the debris. In 2020, this came to \$890.00.

Beth Fernandez

Bryan Gazda

From: Bryan Gazda
Sent: Monday, August 8, 2022 1:43 PM
To: 'Rebecca Lafave'
Subject: RE: Thetford Hill Village Improvement Society Insurance

Hi Rebecca,

I spoke with a representative from our insurance company today and if we could schedule a time to chat to go over the options they presented I would appreciate it. My week is fairly open so let me know what day/time is good for you.

Thanks,

Bryan R. Gazda, MPA
Town Manager
Thetford, VT
bgazda@thetfordvt.gov
802-785-2922, ext. 2

-----Original Message-----

From: Rebecca Lafave <rebeccalafave@gmail.com>
Sent: Friday, August 5, 2022 3:40 PM
To: Bryan Gazda <bgazda@thetfordvt.gov>
Subject: Re: Thetford Hill Common agreement

Yes, I can make you a copy and bring it down.

We do allow non-THVIS events with permission if they are non profit events. We have a contract for users to sign. It is frequently used by local groups such as the Library and the schools. We discourage use that might interfere with traffic on 113, such as TA's car wash.

I could bring a copy down this afternoon...how long will you be in the office?

-Rebecca

> On Aug 5, 2022, at 2:30 PM, Bryan Gazda <bgazda@thetfordvt.gov> wrote:

>

> Hi Rebecca,

>

> Thank you. Would it be possible to get a paper copy of the agreement

> as the picture is hard to print? The agreement is pretty

> straightforward and has a provision regarding the town providing

> insurance coverage for scheduled events. One question, do you allow

> events for non-THVIS purposes? If so, this would be an area we should

> discuss regarding the non-THVIS event holder providing proof of insurance.

>

> Bryan R. Gazda, MPA

> Town Manager

> Thetford, VT

> bgazda@thetfordvt.gov

> 802-785-2922, ext. 2

>
> -----Original Message-----
> From: Rebecca Lafave <rebeccalafave@gmail.com>
> Sent: Friday, August 5, 2022 12:42 PM
> To: Bryan Gazda <bgazda@thetfordvt.gov>
> Subject: Thetford Hill Common agreement
>
>
> Here is the agreement that was signed by THVIS and the Selectboard .
> Please let me know if there is any problem with this. It took a lot of
> negotiating to get here and I hope there will be no issue in complying
> with it. Residents of Thetford Hill work very hard to raise money for
> the Common and its care with the Thetford Hill Fair and there will be
> a lot of pushback if the agreement is not followed. I have received a
> number of emails with concern due to Li's Sidenote piece. Personally,
> I don't see why different towns can't have different agreements for
> the use of their Commons. I can send you further historical data about our Common if you are interested.
> If you want to talk about this further Sam Van Dam and I can be
> available next week.
> Sincerely,
> -Rebecca

Bryan Gazda

From: Bryan Gazda <bgazda@thetfordvt.gov> on behalf of Bryan Gazda
Sent: Monday, August 15, 2022 8:26 PM
To: Lilian Shen
Subject: RE: 800 PEOPLE on the Green - re: Policies for Thetford Hill Green

Li,

Good example of an organization having their own insurance coverage and their ability to provide a certificate of insurance for the event. Even though they might be non-profit, if they already have insurance coverage, they should not exempt them from insurance requirements.

In speaking with Rebecca LaFave, THVIS provides quite a bit of maintenance and services for the village green that we would have to pay for if they didn't do it. Rebecca and I looked at PACIF's TULIP third-party insurance program for individuals/groups who normally wouldn't have insurance and though it provides reasonable coverage limits, the cost was more than what I expected for an event like their craft fair, but less than what it would cost us to maintain the green. When the facility use policy is discussed again, it would be helpful for THVIS to explain all they do and for the Selectboard to review the 2017 agreement with THVIS.

Bryan

From: Lilian Shen <lshen@thetfordvt.gov>
Sent: Monday, August 15, 2022 6:56 PM
To: Bryan Gazda <bgazda@thetfordvt.gov>; nellie.pennington@openfields.org
Subject: 800 PEOPLE on the Green - re: Policies for Thetford Hill Green

Hi Nellie,

Thanks for bringing this to our attention.

The purpose of the Facility Use Policy is to make sure that proper liability insurance is in place. (Otherwise individual committee members might be held financially liable if there is an accident.) Although the details of this have not been finalized, I believe that community gatherings ought to be covered under the Town's PACIF insurance (Property and Casualty Intermunicipal Fund). Private groups or organizations for-profit should be required to provide their own insurance. If you say that 800 people could be in attendance, this number should be accommodated in the policy, -OR - there should be a clause that allows the Selectboard discretion to waive the attendee limit.

The policy is not final yet!

Thanks,

Li

Begin forwarded message:

From: "Nellie Pennington" <nellie.pennington@openfields.org>
Subject: Policies for Thetford Hill Green
Date: August 12, 2022 at 12:06:39 PM EDT
To: selectboard@thetfordvt.gov
Cc: Open Fields Board of Directors <board@openfields.org>

Reply-To: "Nellie Pennington" <nellie.pennington@openfields.org>

Hi, all -

I've heard some rumblings from Dean Whitlock and Sam Van Dam re: the possible change of the policies for gatherings on the Thetford Hill green that would limit the number of attendees to 150 and/or charge for use of the green for events.

Up until Covid hit, Open Fields School had held our Medieval Festival on Thetford Hill for many years, initially every other year and more recently every year, on Memorial Day weekend. We have had as many as 800 attendees (including workers, fair-goers, and young children), and the event has been a great fundraiser for us, as well as a public relations event, since it occurs just across the road from the school. We hope to resume the Festival in 2023.

I know that in earlier years, parking around the green was sometimes an issue, but we've increased our posting of "No Parking" signs around the green and along Rt. 113, and worked with the church, elementary school, and Thetford Academy to ensure that we have adequate parking. We also make sure that our insurance (through Kinney Pike) covers liability for our one or two "special events" each year. Portable sanitation facilities are provided as well.

I would encourage you to provide exceptions to the attendance limits and fee for events, particularly to non-profit organizations, when arrangements have been made to address parking, sanitation, and insurance liability issues, as we have done.

I would also be happy to talk with any of you if you have additional questions.

Thanks for your consideration.

-- Nellie Pennington

Nellie L. Pennington (she/her)
Director, Open Fields School
(802) 785-2077 (school)
(802) 765-4227 (home)
(603) 398-4278 (mobile)
nellie.pennington@openfields.org
www.openfields.org

Bryan Gazda

From: Bryan Gazda <bgazda@thetfordvt.gov> on behalf of Bryan Gazda
Sent: Tuesday, August 16, 2022 9:34 AM
To: Thetford Selectboard
Subject: Thetford Hill Village Green & Facility Use Policy
Attachments: THVIS Agreement.pdf; THVIS Expenses to maintain green.docx

FOR INFORMATION PURPOSES ONLY – DO NOT REPLY TO ALL

Hi everyone,

As directed, I have discussed the usage of the Thetford Hill village green with Rebecca LaFave and I have attached two documents for your review. The first is the 2017 agreement with THVIS that authorizes them to schedule events and manage the overall usage and maintenance of the green, and our responsibility to provide liability coverage for events they hold. The second document shows the THVIS expenses for maintenance and other costs for the past 6 years.

Since the agreement requires us to provide liability insurance coverage for their events, we would be the primary defendant against a claim. What our general liability insurance coverage does not provide is coverage to THVIS as a non-profit corporation or to its members, so if they are also named as a defendant in a claim, they would be responsible either as a corporation or individually for any monetary damages from a claim. I did speak with Kelly from PACIF and she provided two recommendations regarding insurance coverage for THVIS. The first is for them to unincorporate and become a “town committee”, or PACIF has a third-party insurance program called TULIP that allows uninsured groups/individuals to purchase insurance coverage of an event. The cost of the TULIP insurance varies greatly depending on the event type, number of anticipated attendees, whether vendors are involved, and if food or liquor be served. Costs ranged from a minimum of \$150 to over \$1000 based on the these variables. One option to consider would be to help offset the cost for a TULIP policy for THVIS for events in exchange for the maintenance cost they incur. This would provide both THVIS and the town with additional insurance coverage to cover any claims.

As for recent email regarding Open Field School usage of the village green, since they have insurance already for the event, it only makes sense for them to provide a certificate of insurance to both the town and THVIS. Typically, getting a certificate of insurance typically does not cost the insured and is a very common practice to provide this coverage to third parties. As for the number of attendees on the village green or elsewhere, you could but in an not to exceed amount before the Selectboard has to approve the facility use request.

As you can see, insurance coverage can be tedious and difficult to manage, which is probably why VLCT recommended in it model policy to require it without getting into the nuisances of who to include or exclude. Additionally, with their TULIP insurance program, insurance is available to everyone.

Hope this helps with the discussion,

Bryan R. Gazda, MPA
Town Manager
Town of Thetford, VT.
PO Box 126
Thetford Center, VT. 05075
(802) 785-2922 Ext. 180

Proposal
Treasure Island Stewardship Plan 2022-2023
Lisa Niccolai, LeaftoLandscape Consulting

A stewardship plan is intended to provide a general understanding of the property and to help identify management concerns and priorities. Stewardship plans are broader in scope than a Forest Management Plan that usually focuses more on optimizing timber resources. Stewardship plans are expected to cover a ten-year planning horizon and are best if they are periodically reviewed and updated.

To create a Stewardship Plan for Treasure Island I propose the following outline. I would anticipate working with the committee to fine-tune this to the specific needs of the property and its management.

- I. Objectives for the Property and Scope of the Plan: To be determined from previous documents and in conjunction with the Management Committee

- II. Brief History of the Parcel

- III. Property Description & Management:
 - a. General Description of the Surrounding Landscape
 - b. Property Details and General Management: coordinates, maps, elevation, boundaries, public access
 - c. Geology and Soils
 - d. Forest Composition and Health
 - e. Meadows and Fields: Options for Management
 - f. Water Resources: wetlands & lake, incorporating LakeWise
 - g. Invasive Species: location and control options
 - h. Wildlife: general habitats, inventory needs, habitat enhancements
 - i. Recreation Intensive Areas (TBD: Will this plan cover just trails or also the beach and island area to incorporate some recommendations from LakeWise)

- IV. Putting It All Together
Table with Prioritization of Activities

If approved, I would conduct my inventory and data collection this fall and develop the written plan over the winter of 2022-2023.

Total Cost: \$2000

Thank You,

Lisa Niccolai

DRAFT
9-12-22



DRAFT - American Rescue Plan Act (ARPA) Public Input Survey

The Town of Thetford Selectboard is asking residents and business owners to take the time to answer the questions on the survey to help determine how the American Rescue Plan Act funding will be allocated.

Thank you for taking the time to complete this vitality important survey.

1. Are you a Thetford Resident or Thetford Business Owner?

- Resident
- Business Owner
- Other (please specify)

2. How severely were you or your business affected by COVID-19?

- A great deal
- A moderate amount
- A little
- None at all

3. How do you think the \$756,581 received by the Town should be used? (1 -5 highest to lowest)

- Supplement Government Services
- Capital Infrastructure/Facility Projects
- Assistance to Local Businesses
- Affordable or Workforce Housing Development
- Assistance for Social Programs (Senior Programs, Housing/Rental Assistance, Food Insecurity)

4. Supplement Government Services (Can check one than one)

- Use to offset future property taxes increases.
- Premium Pay Increases for public health, public safety, or human services providers.
- Use for capital equipment purchases for police vehicles, DPW vehicles & equipment, etc.
- Increase recreational programs for all ages.
- Other (please specify)

5. Capital Infrastructure/Facility Projects (Can check more than one)

- Road Reconstruction Projects
- New or rehabilitated DPW Garage & Transfer Station.
- Rehabilitation of Town Hall (i.e., new electric heating, ventilation, air conditioning system)
- Rehabilitation of Timothy Frost Building
- Physical Improvements for Treasure Island
- Residential Internet Connection Assistance
- Community Water Infrastructure Improvements or Expansion
- Other (please specify)

6. Do you support assistance to local businesses? (i.e., Child Care, Local Stores)

- Strongly approve
- Approve
- Neither approve nor disapprove
- Disapprove
- Strongly disapprove

7. Do you support Affordable or Workforce Housing?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

8. Do you support assistance for social programs? (Can check more than one)

- Homeowner or rental assistance support (mortgage, rent or utility payments).
- Assist with food insecurity via the Food Pantry.
- Financial Assistance to local non-profits for social programs.
- Other (please specify)

Bryan Gazda

From: Steve Tofel <stofel@thetfordvt.gov> on behalf of Steve Tofel
Sent: Wednesday, August 24, 2022 5:23 PM
To: Bryan Gazda
Subject: Re: ARPA Priorities

Hi Bryan,

Here are some areas that I feel should be addressed for the long-term good of the Town:

- Housing, both Senior & Workforce. I'd stay away from Affordable as it causes people to think of Section 8.
- Childcare business support, but only if it will create lasting quality childcare; not stopgap funding to make up for a bad year. Also, recipients would need to submit a business plan to the SB showing how this will *sustainably* increase childcare in Town.
- Water projects. My guess is that there are many grant opportunities to supplement Town money.
- Timothy Frost. I bring this up reluctantly because I have the feeling that we may be feeding a white elephant. However, if we can create a viable public building or, better yet, create a money-making public-private partnership it could be a winner. Hanover has numerous public-private partnerships. One example is the Hanover Inn. Dartmouth owns it, but a private company runs it and both parties make money.

Here are some projects that would have more immediate results:

- Treasure Island. Could an investment pay dividends in the near future? I'm thinking of the Caretaker's Building; could it be fixed and rented out for events?
- Roads. Could finishing Latham Rd. this year, while Northwoods is still there, save money in the long run? (In general, I think that using once-in-a-lifetime money to fix roads is a bad idea, but if real savings could be achieved maybe it's worth looking at.)
- Town Hall. I've heard rumors that the HVAC isn't quite up to snuff.

If the SB decides to put some of the money aside for "small" projects, as we discussed, we can also fix a number of smaller needs now.

That's all I can think of at the moment. If more brainstorming comes through I'll send them along.

Be well,

Steve

Steve Tofel

(802) 649-2934

On Wed, Aug 24, 2022 at 10:27 AM Bryan Gazda <bgazda@thetfordvt.gov> wrote:

FOR INFORMATION PURPOSES ONLY – DO NOT REPLY TO ALL

Hi everyone,

ARPA Funding Questionnaire

1. Are you a Thetford Resident?
2. Do you own a business in Thetford?
3. How severely were you or your business affected by Covid?

A lot

Quite a bit

Not significantly

4. How do you think the \$ 378,---.00 received by the Town should be used? (Ten options ranked 1 = 10?)

Roads & Bridges

Municipal Water System

Municipal Buildings Repair / Renovation / Replacement

Childcare

Property Tax Reduction

Grant Matching to leverage additional future monies

Recreational Opportunities

Support for Seniors

Affordable / Workforce Housing

5. Are there specific items within the categories above that you feel are the most critical?

Please use the comments section to rank the top 3 items in each section.

6. What are the top three challenges facing Thetford?

7. How would you address those challenges?

August 31, 2022

To: Thetford Selectboard & Bryan Gazda

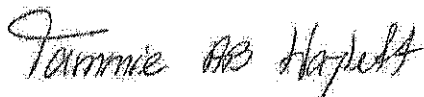
From: Early Childhood Area Providers

Please find a letter attached from Nicholas Cook, who is a Thetford resident and parent of two children on behalf of Thetford's Early Childhood Education Programs.

If you would like further information in regards to our request please feel free to reach out.

Thank you for your consideration of this request.

Sincerely,



Tammie AB Hazlett (signing on behalf of the following programs)

Tammie's Day Care

Program Director

Dawn Stever

Caring Community Preschool

Program Director

Melanie French

Visual Eyes Creativity Center

Program Director

Christine Tullgren

Little Feet Children's Center

Program Director

Xandra Wisniewsky

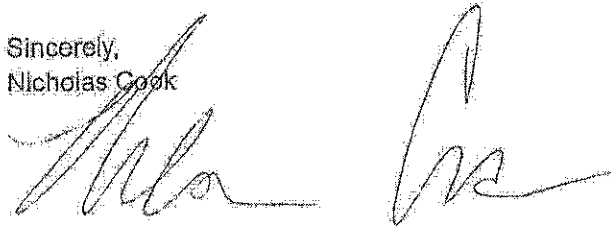
Maple Leaf Children's Center

Program Director

Dear Thetford Selectboard Members & Mr. Gazda

As a resident of Thetford & parent of two young children, I ask that you consider including the town's childcare & Pre-K centers as part of the survey questions regarding ARPA spending for the Town of Thetford. I think it's important that our community and town government continue to support our childcare centers. Not only do they provide excellent care for our most precious and vulnerable community members, but some of the centers are also currently the only access to licensed preschool programs our residents' children have. Given all the challenges these centers face we, the town of Thetford, certainly cannot afford to lose our preschools. Furthermore, it has been made clear that childcare centers meet all the necessary requirements for appropriate funding by ARPA dollars and are an absolute necessity for the town's infrastructure and economy. Please allow the residents of Thetford the chance to consider this as an option in their decision-making for the best use of this funding.

Sincerely,
Nicholas Cook

A handwritten signature in cursive script, appearing to read 'Nicholas Cook', written in black ink.

Form PVR-4261-E

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of Thetford are hereby supplying the following changes to the 2022 Grand List. Specifically:
(Year)

| | | |
|---|----------------------------|----------------------------|
| Owner Hayley Morris and Randall H Bretzin Jr | SPAN 642-202-11374 | |
| Change From \$275,930 | Change To \$224,620 | Difference \$51,310 |
| Reason Cabin was removed from property | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |

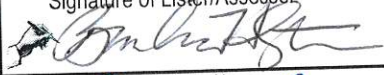

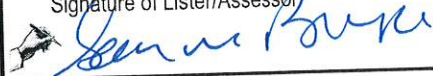







Form PVR-4261-E

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of Thetford VT are hereby supplying the following changes to the 2022 Grand List. Specifically:
(Year)


| | | |
|---|------------------------------|-----------------------------|
| Owner <u>VELCO</u> | SPAN <u>642-202-11652</u> | |
| Change From <u>123,030</u> | Change To <u>99,370</u> | Difference <u>23,660</u> |
| Reason <u>Did not update information SMB</u> | | |
| Owner <u>COMCAST OF VERMONT</u> | SPAN <u>642-202-11644</u> | |
| Change From <u>1940</u> | Change To <u>1460</u> | Difference <u>480</u> |
| Reason <u>Did not update information / misplaced SMB</u> | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |
| Owner | SPAN | |
| Change From | Change To | Difference |
| Reason | | |

LISTERS/ASSESSOR AND SELECTBOARD

| | | | |
|--|-----------------|--|------|
| Signature of Lister/Assessor  | Date 8/30/22 | Signature of Selectboard/Alderman  | Date |
| Signature of Lister/Assessor  | Date 8/30/22 | Signature of Selectboard/Alderman  | Date |
| Signature of Lister/Assessor  | Date | Signature of Selectboard/Alderman  | Date |
| Signature of Lister/Assessor  | Date | Signature of Selectboard/Alderman  | Date |
| Signature of Lister/Assessor  | Date | Signature of Selectboard/Alderman  | Date |

TOWN CLERK

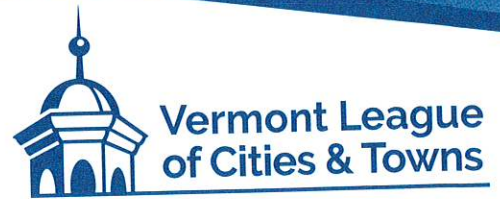
I, _____, town clerk of _____, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of _____ for tax year _____.

| | | |
|---|--------------|------|
| Signature of Town Clerk  | Printed Name | Date |
|---|--------------|------|

32 V.S.A. § 4261. Correcting omission from grand list

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.



September 2, 2022

To all Vermont League of Cities and Towns, PACIF, and VERB members:

As part of Town Fair, the Vermont League of Cities and Towns (VLCT), VLCT Property and Casualty Intermunicipal Fund, Inc. (PACIF), and VLCT Employment Resource and Benefits Trust, Inc. (VERB, dba "Unemployment Insurance Program") will hold their **annual business meetings on Thursday, October 6, at 1 PM**. The meetings will be held in person at the **Killington Grand Resort Hotel at 228 East Mountain Road in Killington, Vermont**. The three annual meetings will be held consecutively: VERB will begin the meeting at 1:00 PM, the PACIF meeting will follow, and VLCT's Annual Meeting is expected to convene around 2:00 PM. To access the meeting agenda as well as the draft minutes from last year's meetings, the VLCT Annual Meeting Governing Rules, and more materials as they become available, visit vlct.org/2022AnnualMeeting.

Every VLCT, PACIF, and VERB member that wants to vote at the Annual Meetings must **designate voting delegate(s) by Friday, September 16**. To ensure that all three organizations' members are properly represented and able to participate in the election of officers and any other item that may properly come before the membership, we are asking that **your legislative body designate one official** as the Voting Delegate **for each VLCT organization** that your municipal entity is a member of. You may delegate different people for each VLCT organization or a single person as the delegate for two or all three of the meetings. Keep in mind that only cities and towns are voting members of VLCT, while other municipal entities may participate in the PACIF and VERB meetings.

Designate your Voting Delegate(s) using the Town Fair registration site, www.vlct.org/townfair. Simply click Register, enter the delegate's information, and, when prompted, specify whether the person is the delegate for VLCT, PACIF, VERB, or a combination. Then proceed to selecting the ticket for the delegate (and tickets for any additional non-delegate attendees).

Please consider nominating a deserving local official for one of VLCT's three awards. And while we do not anticipate immediate vacancies on any of the three Boards of Directors, if you are interested in either serving on or nominating a qualified person to serve on one of them, we welcome having lists of appropriate candidates on hand. You will find information and links to all of these nomination forms at vlct.org/2022AnnualMeetings until September 17, 2022.

This year's Town Fair takes place over two full days. Along with the Annual Meetings, Thursday's schedule includes breakfast with topic-specific roundtables, training sessions, and lunch. All attendees are encouraged to join the evening reception which includes dinner, awards, and an opportunity for laughter and fun through a comedy show hosted by municipal members. Friday continues with expanded educational sessions, the Exhibit Hall full of vendors, lunch, recreation time, and the annual meeting of Women Leading Government. We encourage all delegates and other attendees to take advantage of the exceptional networking and learning opportunities throughout the entire event.

With the continued presence of COVID-19, we encourage participants to take precautions to help us assemble safely, including being fully vaccinated and wearing a mask if they choose. **Please do not attend if you feel unwell or have any symptoms of sickness.** Should the State of Vermont or the CDC make changes to their COVID-related guidance, VLCT will notify attendees of any protocol changes.

Thank you for your membership in VLCT and its two risk-sharing trusts. We look forward to seeing you at the annual meetings!



Jessie Baker
President
VLCT Board of Directors



Carl Rogers
President
Property and Casualty
Intermunicipal Fund, Inc.



William Shepeluk
President
VLCT Employment Resource
and Benefits Trust, Inc.



Town of Thetford Vermont

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

Selectboard Special Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

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 was he aware of 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.



Town of Thetford Vermont

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

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



Town of Thetford Vermont

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

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 (should this be ST for Steve?) to approve the naming of 0 Latham Road as
14 Makala's Way. Roll call vote: David Goodrich-In favor, Steve Tofel-In favor, Mary Bryant-In
15 favor, Sharon Harkay-In Favor, 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. (Clarify)

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



Town of Thetford Vermont

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

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 where 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 discussing and deciding or
21 engaging an outside 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 included 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 stressed 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



Town of Thetford Vermont

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

1 Selectboard. He stated he is prepared to make a motion to that effect. 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 same format as the proposal presented by the SE Group a couple of
6 years ago 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: Stated 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
20 giving their input.

21

22 **6. Decision on Who Should Handle Late Homestead Declaration Penalty Appeals** 23 **Based on Hardship, Selectboard or Board of Abatement**

24

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 Declarations. Currently, the Selectboard hears these appears 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.

43



Town of Thetford Vermont

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

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

SH: Stated after the 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 is 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~~ If 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 23rd

SH: Commented that TCCA is requesting a waiver of facility use fee for their event on the Town Green on July 23rd. TCCA's request is based on the fact that 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 23rd from 8am to 7pm for the Thetford Center Community Association for their Market Fair on July 23rd. 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?



Town of Thetford Vermont

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

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 budgeted 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.

15 16 **10. Warrants**

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

29 **11. Anticipated Executive Session Pertaining to Employment or Evaluation of Public** 30 **Officer or Employee per 1 V.S.A. §313(3)(a)(3)**

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

39 **12. Adjournment**

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



Town of Thetford Vermont

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

1 **Selectboard Regular Meeting *Draft* Minutes**
2 **Thetford Town Offices**
3 **(w/Virtual Attendance Option)**
4 Monday, July 18, 2022 7:00 PM
5

6 Selectboard members present: Sharon Harkay (chair), Li Shen (vice-chair), Mary Bryant, David
7 Goodrich, Steve Tofel
8 Others present: Town Manager Bryan Gazda, Selectboard assistant Martie Betts
9

10 Sharon Harkay called the meeting to order at 7:10 pm.
11 (Please note: technical difficulties with audio feed delayed the start of the meeting.)
12

13 **1. Agenda Review**

14 Sharon said there are notes on general discussion for ARPA. Does the agenda item need to be
15 renamed? Bryan said they could. He wanted to look at categories first, before sending out a
16 survey. Agenda item #7 was renamed.
17

18 **2. Town Manager Report**
19

20 **a. Latham Road Wet Area**

21 Bryan said he and DPW foreman Dale Lewis looked at the wet area, which they determined to be
22 outside of the town right-of-way. It would appear that the property owner has been doing the
23 ditching, and as it is not in the town right-of-way, it is not the town's problem to fix.

24 **b. Update on EEI's HVAC System Proposal**

25 Bryan said he had a meeting last week with Geoff Martin and Erica Ko who are continuing to
26 look at the various components of how EEI have set up their proposal.
27 The proposal will be ready for the Sept 12th Selectboard meeting.
28

29 **c. Other**

30 Bryan had a virtual meeting with Lisa Niccolai and Misha Cetner, from the Shoreline Protection
31 Act, about Treasure Island. Misha will do a site visit on August 4th around 9:30 or 10:00. The
32 Shoreline Protection Act requires 3 permits and there is a lot to it. Sharon asked if Bryan would
33 object to warning the site visit so Selectboard members could attend. Bryan will check with
34 Misha to make sure he doesn't object. One bid for the work (which work?) has come in from
35 Dubois & King and it's in the ballpark of \$4500.00 to \$5500.00.

36 Bryan, Steve Tofel and David Goodrich met on Robinson Hill Road, and Lisa Niccolai will put
37 together a LakeWise storm water management plan. With the diversion or channeling of water
38 on a paved road, you have to start thinking about where you are going to put the excess water.
39 Sharon suggested that Lisa take a look at the Stantec report as there was quite a bit about that
40 road. Bryan said all parties have the report.

41 **3. Public Comment**

42 No public comment.
43



Town of Thetford Vermont

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

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.



Town of Thetford Vermont

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

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



Town of Thetford Vermont

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

1 reasons we could have our current chief look at it to see what's reasonable, and it's just before
2 Thetford Academy.
3 Steve said we're talking about 10 mph for 3/10 of a mile.
4 Mary agreed that Chief Scruggs should look at this.
5 David noted that when he drove Academy Road, the transition from 25 mph to 35 mph seems to
6 be at the boundary of the village center designation. It might be a factor to keep in mind.
7 Bryan said he would talk with Chief Scruggs.
8 Sharon said a resident told her that while according to the ordinance, Sanborn Road should be 25
9 mph the entire length from Latham Road to Route 5, the end closer to Route 5 is marked 35 mph.
10 Barbara DeFelice, who had contacted Sharon, said it was posted 35 mph on both ends, but she
11 had only sent pictures from the Latham Road end.
12 Bryan said that was simply a sign change.
13

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

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



Town of Thetford Vermont

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

1 **Motion** by Sharon Harkay to adjourn the meeting of the local Liquor Control Board at 8:12 pm
2 and reconvene the Selectboard meeting. VOTE: All in Favor (5-0-0). **Motion passed.**

3

4

~~7. Draft Survey for Soliciting Ideas for Spending of ARPA Funds~~

5

Getting Familiar with the Categories for Possible ARPA Funding

6 Bryan had put together a white paper regarding the presentation by Katie Buckley. Bryan
7 suggested looking at the categories and deciding where we should put the focus. This will help in
8 the creation of the survey.

9 Sharon said they should double check the list from Katie for state programs already in existence.
10 Sharon asked about roads, buildings, and maintenance.

11 Bryan said that comes under lost revenue.

12 Sharon wanted to make sure (those three items) that was included in the survey. *Sharon's*
13 *question her is "what is the difference", referring to lines 10 – 12. Pink is my suggestion for*
14 *clarification.*

15 Bryan didn't necessarily agree and said they should look at capital improvements and
16 infrastructure. Childcare is covered in 2 or 3 sections. There are several state and federal
17 programs that have assistance and while we can look at childcare, we should keep it simple.

18 Sharon said we need projects that are a onetime thing. We can't afford to start something that we
19 can't keep up.

20 Mary said there are a great deal of needs in this town, but she would like to see the needs
21 prioritized. What do we need now? The church is a great thing, but not a critical thing to keep
22 people going to work or our economy going. What are the things that are the most heavily
23 impacted by COVID?

24 Sharon said they are not talking about renovating the Timothy Frost building, but fixing
25 structural problems so we do not lose the historical structure due to neglect.

26 Mary said we don't need to take that project out of the fund

27 Li disagreed and said it would be hard to find money somewhere else. This building is crucial to
28 this place and this sense of place. It could be a useful building, but it can't be anything if it's
29 structurally unsound.

30 Mary said there are so many needs in town, and they should make a list to prioritize. She didn't
31 mean to make the church a topic of discussion.

32 Bryan said that's why he presented the categories. They need to truly understand the needs.

33 Bryan reminded the Selectboard that the money could also be used for matching grants.

34 Sharon cautioned the Selectboard not to keep looking at 2024 as the end date because there is a
35 danger of waiting until the last minute.

36 Sharon said this changes our timeline drastically. Is Bryan now suggesting the draft survey might
37 not come before the Selectboard until September 12th?

38 Steve said he was trying to decide how specific they needed to be.

39 Mary disagreed. People want to know what the money is going to be used for.

40 Sharon suggested having an initial survey with broad categories and then a second survey with
41 choices under those categories proven to be the priorities.

42 Sharon asked Bryan to have examples from other towns by August 1, and then perhaps by Sept
43 12 there could be a draft survey.



Town of Thetford Vermont

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

8. Warrants and Minutes

#29.1 \$47,672.39
#28.1 \$60.00
#25.3 \$5,310.00
#13.2 \$14,988.89
#14.4 \$27,226.10

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

Approval of minutes was postponed at the next meeting.

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

Motion by Sharon Harkay to enter Executive Session to discuss employment or evaluation of a public officer or employee per 1 V.S.A. § 31 3 (3)(a)(3) and to invite Bryan Gazda. 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.**

The Selectboard entered executive session at 8:51 pm.

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

No action taken

1. Adjourn

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



Town of Thetford Vermont

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

Selectboard Regular Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, August 1, 2022 7:00 PM

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

Selectboard members present: Sharon Harkay (chair), Li Shen (vice-chair 7:04 PM), Mary Bryant (joined the meeting via Zoom at 9:12 PM), David Goodrich, Steve Tofel
Others present: Town Manager Bryan Gazda, Town Clerk/Treasurer Tracy Borst, Conservation Commission Chair Jim McCracken, Planning Commission Chair David Forbes, Selectboard Assistant Martie Betts
Participating Community members: Jody Biddle, Cathy Newbury

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

1) Agenda Review

No changes to the agenda.

2) Town Manager Report – Bryan Gazda

a) Post Mills Airport Update

Bryan has been in touch with Attorney Monahan about the matter. The appraisals for real and personal property are still underway and Bryan will be notified when they are done, which will likely be sometime in September.

b) Latham Road Project Update

This project is still set to go on August 15th. There are some expected delays starting the week of August 14th. The project is anticipated to go through early November.

c) Sayre Bridge Repair

Repairs were done last Thursday, including the sideboard, and an insurance claim has been submitted. Sharon asked if the town received the money from Historical Society and Bryan said he believed the money was received.

d) Other

Chief Scruggs informed Bryan that Claremont Ford said the order for the hybrid police cruiser has been cancelled, and no reason was given. Bryan has a call into the dealership. Ford is the only company that offers a hybrid model of a police vehicle.

3) Public Comment

No public comment.

4) Update from Conservation Commission; Jim McCracken

Jim McCracken, chair of the Conservation Commission, was at the meeting to give the Selectboard an update on the activities of the commission. Jim gave statistics from Green Up Day, and the trees on Taylor property, as well as treating for invasives. Jim talked about grants and said that they are not matching, but it would be good to know how invested the town is.



Town of Thetford Vermont

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

1 Jim noted that some properties are up for renewal of the land management plan. Next year will
2 be the 15th year, and the commission has been visiting all the locations and reading about the
3 plan in our meetings, as there are some new commission members. David Paganelli, the Orange
4 County town forester will probably write the renewed plan, at no cost. His plan is to visit all the
5 properties this fall and, in the spring, to do his data collection. The goal of the commission will
6 be to look at the management priorities for each property and submit them to David. They have
7 not decided how they want to involve the public.
8 Jim said there was an amazing response to the pollinator education series. There is one more
9 workshop which entails collecting seeds and preparing the pollinator gardens for winter. Because
10 of COVID, there has not been indoor education events. One event coming up is a paddle to the
11 three corners of Lake Fairlee on August 17th. People from West Fairlee, Fairlee and Thetford
12 have been invited to paddle out and meet in the lake where the three town lines intersect.
13 Jim noted that one of the commission members is stepping down so they will be looking for
14 people who might want to join the commission. There are 2 vacancies.
15

16 **5) Zoning Bylaw Revision Regarding Accessory Dwelling Units; David Forbes**

17 David Forbes, chair of the Planning Commission, said this is the first in a series of revisions that
18 will be made to the housing related portions of the Zoning bylaw. The information sent to the
19 Selectboard is the result of conversations between the Planning Commission and Development
20 Review Board chair, Tim Taylor. David said there are three changes recommended, and when
21 discussed they could find no rationale for keeping that current section of the bylaw. The Planning
22 Commission is working toward streamlining the process of developing an ADU (Accessory
23 Dwelling Unit) without bypassing the best practices, the rigors of site plan review and general
24 standards within the current zoning bylaws.

25 Tim Taylor gave additional comments in support of the changes.

26 Sharon asked if they had considered tiny houses that are on wheels when making these changes.
27 David said one of the new commission members, Cynthia Shelton, has been a driving force
28 behind discussion of tiny houses on wheels. David said the commission is taking a very careful
29 approach to it. New Hampshire passed bill 482 which deals with tiny houses on wheels bill, and
30 it has a fairly detailed and exhaustive list of provisions and requirements for such buildings. The
31 intention is to look at that New Hampshire bill as compared to Vermont state law and statute,
32 translate and adopt the provisions of such a bill and discuss it even further. We're not going to
33 casually waive it through.

34 Jody Biddle said she heard if a tiny house is on wheels, the land is taxed but not the building.
35 David could not confirm that but will do some research and get back to Jody.

36 Cynthia Shelton said she lives in a tiny house that she did not build. It falls in a crack between
37 what an RV is and what a home is. She is looking at how to properly tax as a home. Cynthia
38 noted it is very expensive to transport things that don't already have wheels.

39 There was brief discussion about septic needs for a tiny home.

40 **Motion** by Li Shen to accept the language as offered to change the Zoning Bylaw with respect to
41 Accessory Dwelling Units. VOTE by Roll Call; Steve Tofel – in favor, Li Shen – in favor, David
42 Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

43

44



Town of Thetford Vermont

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

6) Setting of the 2022 Tax Rate

The Selectboard reviewed a spreadsheet that Tracy Borst provided. Bryan noted that thinking back to the budget, the only difference is an increase of \$13,600. For the town rate, we are within pennies of the proposed budget, including all of the social service articles.

Tracy noted that the education rates have decreased so the overall tax rate is down 7 cents for the residential rate, and 1 cent for the non-residential rate.

Motion by Steve Tofel to approve the tax rate as presented by the Town Manager and Treasurer for a total town rate of .855215. VOTE by Roll Call; Steve Tofel – in favor, Li Shen – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

7) Discussion of ARPA Funds Survey Formats

Sharon said the intention for tonight is to look at various survey formats, see which one we like the best and then submit ideas to Bryan so he can draft a survey for review on September 12th, noting that she likes the format from the town of Underhill.

Steve Tofel agreed.

David Goodrich liked the survey from the town of Dorset, but noted that the Underhill survey is similar, but has more details.

Li Shen said the Underhill survey is very detailed but maybe people want that.

Jody Biddle, chair of the Thetford Elder Network (TEN), said she had two things would like to bring to the attention of the Selectboard and those are elders and transportation. It seemed that in the categories for using ARPA funding, a lot of focus was on youth programs and children, but not one mention of reaching out to elders or ways to serve them.

Cathy Newbury, also on the Thetford Elder Network, explained how COVID has impacted the funding for TEN, and what that means for the programs they offer seniors. She encouraged including in the survey a question for residents to think about what types of groups they would be willing to see the town invest in. Cathy said they submitted a grant for ARPA funds and denied because we are not a non-profit. They had assumed that they would qualify since they are already connected to the program. At the moment TEN doesn't receive any direct funding from the town, but they do get help from the town. In the 2 years since COVID, TEN has seen a decline in their bank account of around 40%. TEN needs help to making that up and ARPA funds seem like a good way to do that.

Li said she was looking at the document from the US Treasury, and it is true that a lot of programs are emphasized around children. There is nothing about seniors at all.

Cathy also suggested that climate mitigation measures would be helpful for seniors. While there have been efforts to help with weatherization, other things are out there, such as solar

The Selectboard agreed that the Underhill survey was the format they would like to use, and they will submit category and question ideas to Bryan. He will put together a survey for review at the September 12th Selectboard meeting.

8) Possible Adoption of Revised Facilities Use Policy

The Selectboard reviewed the updated draft from Bryan. Sharon noted that two locations had been added: the Thetford Hill Green and Memorial Park in Post Mills. Sharon did not think they



Town of Thetford Vermont

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

1 had control over the Thetford Hill Green. Li said that the Thetford Hill Green is town land and
2 should be included in the policy along with the Thetford Center Green and Memorial Park.
3 Li commented on the number of cars parked on Thetford Hill during the recent Thetford Hill
4 Fair. She felt sure there were more than 150 people on the green.
5 Bryan agreed and suggested a higher amount of people in the policy.
6 Sharon said she strongly felt that somebody needs to discuss the addition of the Thetford Hill
7 Green with the Thetford Hill Village Improvement Society (THVIS).
8 Li said she spoke at length with someone on the THVIS about the fair, which has been going
9 since 1903. The THVIS does take care of the green and the fair is the fundraiser to cover the
10 expenses of the care. While they do take care of the property, they don't own it, the town owns
11 it. The town would be liable for any injury on that green.
12 Sharon said she understood what Li was saying, she is concerned that the people who have been
13 involved for years are going to have a different point of view.
14 Bryan added that he did speak with PACIF (Property & Casualty Intermunicipal Fund) and they
15 understand the exemption for the small venues. If there was a small group with no insurance,
16 they understand we would be the first one in line.
17 Sharon said with the addition of the Thetford Hill Green and Memorial Park, she did not think
18 they could go further with the policy until Bryan reached out to the Village Improvement
19 Society.

20
21 **9) Consideration to Approve Water Study Agreement – Stantec Consulting Services**
22 Bryan said this agreement has been vetted and is recommended by the water study committee.
23 The amount the town will have to pay is \$2,424.00. Tracy Borst asked where that money would
24 be coming from and wanted to confirm that the remaining amount would be the municipal
25 planning grant.
26 Bryan confirmed the grant and said the town portion would come from the general fund or the
27 planning and consulting fund.
28 **Motion** by Li Shen to authorize the Town Manager to sign the agreement with Stantec for the
29 Municipal Planning Grant Water Study. VOTE by Roll Call; Steve Tofel – in favor, Li Shen – in
30 favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

31
32 **10) Caterer Request for Liquor License**
33 **Motion** by Sharon Harkay to suspend the Selectboard meeting to convene a meeting of the local
34 Liquor Control Board at 8:41PM. VOTE; All in favor (4-0-0). **Motion passed.**
35 **Motion** by Sharon Harkay to approve the request from The Monkey House to include alcohol at
36 a wedding reception on September 4th, 2022. VOTE; All in favor (4-0-0). **Motion passed.**
37 **Motion** by Sharon Harkay to approve the request from The Monkey House to include alcohol at
38 a wedding reception on August 27th, 2022. VOTE; All in favor (4-0-0). **Motion passed.**
39 **Motion** by Sharon Harkay to approve the request from The Monkey House to include alcohol at
40 a wedding reception on September 17th, 2022. VOTE; All in favor (4-0-0). **Motion passed.**
41 **Motion** by Sharon Harkay to adjourn the meeting of the local Liquor Control Board at 8:45 PM
42 and reconvene the Selectboard meeting. VOTE; All in favor (4-0-0). **Motion passed.**

43
44 **11) Warrants and Minutes (4 meetings)**



Town of Thetford Vermont

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

- 1 #31.1 \$4,901.58
2 #15.4 \$26,570.56
3 #14.2 \$8,842.50
4 #27.3 \$24,462.00
5 #30.1 \$36,435.86
6 #26.3 \$367,213.30
7 **Motion** by Li Shen to accept the warrants as presented. VOTE; All in favor (4-0-0). **Motion**
8 **passed.**
9 **Motion** by Sharon Harkay to approve the regular Selectboard meeting minutes of June 20th,
10 2022, as edited. VOTE; (3-0-0) Li Shen abstained. **Motion passed.**
11 **Motion** by Sharon Harkay to approve the regular Selectboard meeting minutes of June 27th,
12 2022, as edited. VOTE; All in favor (4-0-0). **Motion passed.**
13
14 **12) Anticipated Executive Session Regarding Negotiating or Securing a Real Estate**
15 **Purchase or Lease Option (Initial Discussion) pursuant to 1 V.S.A. §313(a)(2).**
16 **Motion** by Sharon Harkay to enter Executive Session to discuss Negotiating or Securing a Real
17 Estate Purchase or Lease Option per 1 V.S.A. § 313(a)(2) at 9:11 PM and invite the Town
18 Manager. VOTE by Roll Call; Steve Tofel – in favor, Li Shen – in favor, David Goodrich – in
19 favor, Mary Bryant – in favor, Sharon Harkay – in favor (5-0-0). **Motion passed.**
20 **Motion** by Sharon Harkay to exit executive session at 9:54 PM. VOTE; All in favor (5-0-0).
21 **Motion passed.**
22 No action taken.
23
24 **13) Adjourn**
25 **Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 9:55 PM. VOTE; All in
26 favor (5-0-0). **Motion passed.**
27
28