



# Town of Thetford Vermont

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

**Selectboard Regular Meeting \*Draft\* Agenda**  
**Thetford Town Offices**  
(w/Virtual Attendance Option)  
Monday, October 3<sup>rd</sup>, 2022 7:00 PM

To connect to Zoom via computer: <https://us02web.zoom.us/j/89080661986>  
To connect via phone only: +1 (646) 558 8656 | Meeting ID: 890 8066 1986

7:00 PM – Call to Order

1. Agenda Review
2. Town Manager Report – Bryan Gazda
  1. 2023 Budget Update
  2. Capital Projects Update (Latham Road & Stowell Bridge)
  3. Rice Mills Community Association Grant Assistance
  4. VT Housing Commissioner Tour
  5. Donation of Louise Stark art
  6. Other
3. Public Comment
4. Presentation of Town Audit with Chad Hewitt of Sullivan and Powers
5. Request from T-Mobile for a Certificate of Public Good to Raise the Cell Tower on Quail John Road by 15 Feet.
6. Discussion of the Treasure Island Stewardship Plan
7. Review of the Social Services Appropriation Policy
8. Discussion of Tax Stabilization for Agriculture
9. Possible Adoption of the Facilities Use Policy
10. Possible Appointment of Angela Jones as E911 Coordinator
11. Possible Appointment of Matthew Parno to the Conservation Commission
12. Warrants and Minutes
13. Adjourn

# ORIGINAL

## 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

## Social Service Appropriation Policy Town of Thetford

**PURPOSE:** Under Vermont law, a town may appropriate such sums of money as it deems necessary for the support of social service programs and agencies that provide services to town residents. 24 V.S.A. § 2691. The purpose of this policy is to establish procedures for managing social service agency appropriations that will be voted upon at the Town of Thetford Annual Meeting.

**APPLICABILITY:** This policy applies to appropriation requests from social services agencies and programs subject to the provisions of Title 24, Chapter 73 of Vermont Statutes Annotated. Such programs include, but are not limited to, transportation, nutrition, child care, medical care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance.

This policy does not apply to town membership organizations such as the Vermont League of Cities and Towns, the Two Rivers Regional Planning Commission, or the Greater Upper Valley Solid Waste Management District.

**PROCEDURE:** Those social service agencies that have not had an appropriation request approved at the annual town meeting in the prior three years, or that are requesting a larger appropriation than that most recently approved by the voters, must submit a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642. Such petition must be signed by at least five percent of the voters of the town and filed with the Town Clerk not less than 47 days before the day of the annual meeting. The petition should be in substantially the following form:

### Petition of Legal Voters of the Town of Thetford

We, the undersigned legal voters of the Town of Thetford, hereby petition the Selectboard to add the following article to the warning for the annual meeting to be held on Thetford's Town Meeting Day.

Shall the Town appropriate \$ *[insert amount of request]* to *[insert name of social service agency]*, for *[insert brief description of the purpose of the proposed appropriation]* in accordance with 24 V.S.A. § 2691?

Print Name

Address

Signature

**Pursuant to 17 V.S.A. § 2642(a)(3)(C), a petition must contain the petition language on every page on which signatures are collected and must contain the printed name, signature, and street address of each voter who signs the petition.**

No proposed article may contain any opinion or comment about the subject being voted upon. Petitions submitted after the deadline will not be honored. Petitions submitted prior to the deadline but not containing the required number of signatures shall be returned by the Town Clerk within 24 hours from receipt stating in writing on the petition why it cannot be accepted. Any petition returned to the petitioners may be amended to correct any stated deficiencies and refiled with the Town Clerk not later than 48 hours after the petition was returned by the Clerk, or the filing deadline, whichever is later. However, supplementary petitions shall not be accepted if the original petition did not meet the filing deadline or did not contain the requisite number of signatures.

Those social service agencies that have had an appropriation request approved at the annual town meeting are not required to submit a petition for an article requesting an appropriation for the next three years if the amount requested in those years is the same or less than the amount approved by the voters. Three years after the last voter approval they must submit a voter-backed petition in accordance with 17 V.S.A. § 2642, even if the agency is not requesting an increased amount. All social service agencies receiving appropriations under this policy are required to submit a report on the agency's programs no later than 60 days prior to Town Meeting. Descriptions must be limited to one page and should describe the program or services provided to Town residents. Agency representatives are encouraged to attend Town Meeting to explain the appropriation request to the voters and answer their questions.

Approved social service appropriations will be paid by the Town on the following schedule:

On or near tax due date, currently October 15.

Payment is subject to the availability of funds.

The foregoing policy is hereby adopted by the Selectboard of the Town of Thetford, Vermont, this day, November 16<sup>th</sup>, 2020, and is effective as of this date until amended or repealed.

*[Handwritten signatures: Mark Leigh, Bethany, and Emma]*

DRAFT Revision 2

## **Agricultural Tax Stabilization Procedures: Farmland Taxpayers**

### **1. Operation Procedures:**

a) All applications must be submitted to the Selectboard no later than February 1 of the year in which the contract is to become effective.

b) The selectboard shall evaluate each application. Preference may be given to start-up operations and those seeking to expand and increase opportunities for employment of workers. The Current Use status of the operation will also be taken into consideration, with the understanding that facilities in Current Use already enjoy tax relief. \*

***(\* consulted with Tim Taylor on this; Mike Snow not available.)***

c) Each contract so agreed upon will use the following criteria: The farm has to demonstrate that tax stabilization would help mitigate what would otherwise be a shortfall in operational or production capacity. (For example: A reduction in taxes would allow the farmer to hire a helper for the season, buy or lease equipment, etc, without which production potential would not be realized.)

d) Each contract shall specify the maximum value to be stabilized, and the contract shall specify the individual years of contract coverage.

### **2. Contract Terms and Criteria:**

a) Farming is defined as "the raising or harvesting of any agricultural commodities including the operation of a stock, dairy, poultry, bee, fruit, or truck farm; or plantation; ranch; nursery; range; or orchard; and income in the form of crop shares received from the use of the land."

b) The land, buildings, and owner-occupied dwelling are set for municipal tax assessment and appraisal purposes at no less than 50% of Fair Market Value.

c) The farmer must prove that at least two-thirds (2/3) of their gross family income including parents / parent and children, is derived from farming, by submitting copies of his Federal Income Tax Return. This requirement may be waived by a vote of the Selectboard should the Board determine that such a requirement would place an unfair burden on a beginning farmer. In this event, the Board may set a requirement of less than two-third (2/3) of gross income, but such lower limit shall not be for a period of longer than three (3) years.

d) Any material changes in the ownership, occupancy or operation of the farm will result in the termination of the contract, unless the farmer obtains the written consent of the Selectboard within thirty (30) days of the date of said change.

e) In the event that the farmer acquires additional agricultural lands qualifying for Thetford's tax stabilization program under the eligibility requirements set forth above, Thetford and the farmer may enter into an amendment to the contract by adding thereto such agricultural lands. The addition of any agricultural lands shall not extend the term of this Agreement as set forth in Section 1.

f) Each year during the term of this Contract, the difference between the taxes due on the lands covered by this Agreement and the taxes that would have been owed without this Agreement shall be considered as "deferred" taxes.

g) In the event that this Contract shall become of no further force or effect, as specified below in (i), (j), the following penalties shall apply, except as noted in Section 3: [1] the taxes deferred, as defined above, shall become due for the year of dissolution of this Contract; plus [2] the deferred taxes for the three (3) preceding years under this Agreement; together with [3] a penalty of five percent (5%) of the Fair Market Value of the land, at the time of the dissolution of this Contract as specified below (i), (j). The Fair Market Value of the land is the value set by the Town through its tax assessment process. This tax and penalty shall be paid to the Town within thirty (30) days of dissolution of this Contract, except that in the event of sale of

the property, the whole amount due to the Town shall be paid before or on the date of the transfer of title.

h) If the penalty and deferred tax are not paid within the specified time, there will be interest of one and one-half percent (1.5%) added monthly to the amount owed. This Contract shall constitute a lien in favor of the Town against the property subject to this Contract. This lien will be referenced in the general index of the Town of Thetford and filed in the Town Clerk's Office. The farmer will pay any filing fees.

i) The penalty and deferred tax shall become due upon the conversion of the agricultural lands described, from agricultural use to another use, or the occurrence of any other event which renders the farmer ineligible under the requirements as set forth in Section 2, a) and c).

j) The provisions of this Section shall apply only to that portion of the farmer's lands which become disqualified from inclusion in this Contract.

k) In the event that the farmer is leasing the land which is to be stabilized, he and his family must reside and maintain a household on the leased farm throughout the term of the agreement.

l) Only one homestead may be stabilized in each individual contract.

3) EXCEPTIONS TO THE PENALTY: This agreement shall terminate but penalties and repayment of deferred taxes (as provided for in the previous section) shall be waived under the following conditions:

a. If the farmer becomes permanently disabled or is prevented by natural disaster from farming and the disposition of the property results in a change in use, then the farmer or farmer's representative may apply to the Selectboard for a waiver of penalties and to the Board of

Abatement for the abatement of deferred taxes.

b. If the farmer trades a portion of his/her land for another , as long as the new land qualifies for this contract and the traded land continues to qualify for this Contract under the terms of Exhibit B. In this case, an amendment shall be made to Exhibit A to show the loss or gain and state the new number of acres included in the Agreement.

c. If the farmer builds a dwelling for himself/herself or for an employee of the farm operation, then the dwelling and the two (2) surrounding acres shall be excluded from receiving the benefits provided by this Agreement, but no penalties or deferred taxes shall be due.

d. When land is condemned as a result of eminent domain, or when a sale agreement is made in anticipation of these condemnation proceedings, to achieve the same public purposes.

4) Any dispute as to the terms or conditions of the Agreement is to be resolved by the Thetford Board of Civil Authority.



# Town of Thetford, Vermont FACILITY USE POLICY

## 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
Thetford Center Village Green	8am – 9pm	\$50
Treasure Island Facilities	8am – 9pm	Per Treasure Island fee schedule
Thetford Memorial Park	8am – 9pm	\$50

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

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# Town of Thetford

## Town Manager's Office

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### Memorandum

September 26, 2022

To: Town of Thetford Selectboard

Re: Appointment of E911 Coordinator

I respectfully request that in accordance with our Street Naming and Street Addressing Ordinance, Section III -- Administration, that Angela Jones, Zoning Administrator, be appointed as E911 Coordinator for the Town of Thetford, effective October 4, 2022. As Angela outlines in her letter to us, this appointment will streamline and expedite the assignment of E911 addresses.

Thank you and please let me know if you have questions.

TOWN of  
THETFORD

Zoning Office  
3910 Route 113 - PO Box 126  
Thetford Center, VT 05075

Telephone (802)785-2922, Ext. 6  
Email: [zoning@thetfordvt.gov](mailto:zoning@thetfordvt.gov)

September 21, 2022

Bryan Gazda, Town Manager &  
Town of Thetford, Select Board  
PO Box 126  
Thetford Center, VT 05075

**RE: Request for Angela Jones, ZA to be appointed as the e9-1-1 Coordinator for the Town of Thetford, VT**

Dear Members of the Board and Mr. Gazda,

We currently have Judith Powell as our town's e9-1-1 Coordinator and for me to be registered as such with the Vermont Board; the Select Board would need to appoint me.

There can only be one Coordinator per town.

I request the consideration, to be appointed as the coordinator for the Town of Thetford, VT. I have had some training with Tyler Hendersen (one of the VT e9-1-1 Board members) and will continue once he receives confirmation that I can move forward.

Our regulations and ordinances do have the ZA as the coordinator, it was arranged in Dier's reign for Judith Powell to take over assignments. The ZA acting as such, will expedite the process of property owner's development of their new homes while making the process more streamlined and efficient.

Thank you for your time, consideration, and attention in adding this to your future agenda.

Sincerely,

Angela C Jones  
Zoning Administrator

**Town of Thetford  
Ordinance  
Street Naming and Street Addressing**

This Ordinance shall amend, revise and supersede the Street Naming and Street Addressing Ordinance adopted August 12, 1996. The revised Ordinance is set forth as follows:

**Section I – Purpose**

In accordance with 24 VSA, Section 2291(16) and 24 VSA Section 4421, the Selectboard of the Town of Thetford hereby establish the following ordinance regarding Street Naming and Street Addressing.

The purpose of this ordinance is to establish a uniform street naming and street addressing system throughout the Town of Thetford and to address Vermont e911 standards. Easily locatable addresses enable emergency services to arrive at a scene faster, allows deliveries to be expedited, and visitors will be able to find an address and know where they are in case of emergency.

**Section II – Street Naming**

Every street and road, both public and private, shall be assigned a name. All roads, both public and private, with three or more dwellings or business shall be assigned a name. Newly created roads or changes to existing roads, both public and private, shall be recommended by the E-911 Coordinator for the Town of Thetford and approved by the Selectboard.

The road list attached to this ordinance shall serve as the official list of road names with their corresponding road classification. This list shall represent the official street names for existing streets.

The E-911 Coordinator may elicit assistance from the abutting landowners and the Board of Listers. The E-911 Coordinator shall present proposed names to the Selectboard for new roads or changes to existing roads. The Selectboard will hold a public hearing to create the new road names and changes to road names official. A notice of the public hearing shall be mailed to landowners abutting said roads. After public input at the hearing, final approval will rest with the Selectboard.

In the future, any new development must meet the guidelines of this ordinance.

1. All road names must be a separate and distinct name.
2. No two roads can have the same or similar sounding names.
3. No new road can have any currently used name in the Town.
4. The new road name must be submitted to the E-911 Coordinator for the Town for preliminary approval.
5. The E-911 Coordinator will submit the proposed name(s) to the Selectboard for the purpose of warning a public hearing.

- 6. The Selectboard may change the names of all streets and roads, both public and private, after duly warned public hearings, when necessary to promote public welfare and safety. A public hearing will not be required for minor editorial corrections or revisions.

**Section III – Administration**

A uniform system of numbering properties and principal buildings as shown on the property tax maps, which are maintained by the Board of Listers, is hereby adopted for use in the Town of Thetford.

The Selectboard appoints the Zoning Administrator as the Town's E-911 Coordinator (as per the listed job description), to assign road names, assign street numbers, and assist the general public with the guidelines of this ordinance. The E-911 Coordinator will act as the contact for the Town with the State of Vermont E-911 Board and for the E-911 service provider.

The Board of Listers, with the assistance of the E-911 Coordinator for the Town, shall number parcels as necessary and update the property tax maps annually according to the method of numbering set forth in section IV. Existing numbering of parcels not in conformity with this chapter shall be changed to conform to the system herein adopted to maintain the integrity of the overall system and to protect public safety.

Prior to the issuance of a zoning/building permit, a developer shall furnish a plan for a street naming and addressing system in accordance with this policy to the Zoning Administrator. The Zoning Administrator, with the assistance of the Listers and the E-911 Coordinator will then assign numbers and give preliminary approval to proposed road names.

**Section IV – General Number System Guidelines**

All roads both public and private shall be measured in 5.28' increments, to yield 1,000 potential addresses per mile. Odd numbers shall be assigned to the **LEFT** side of the road and even numbers to the **RIGHT** side of the road. Measurements will be taken along the centerline of the road. Whenever possible, address numbering will begin on the end of the road where it intersects with a larger or more traveled road. Measurements shall be along the centerline of the road to the center of the driveway entrance on to the road.

All numbers shall be properly affixed on or near the front entrance or in some other manner visible in all seasons from the street. The numbers must be easily legible. Reflective figures not less than four (4) inches high and two and one-half (2 ½) inches wide are strongly recommended. The property owner is responsible for obtaining, affixing and maintaining the numbers on the building. If the building is not visible from the road, a number shall be affixed to a post at the driveway visible from the road in all seasons.

Numbers shall be reserved to provide for future growth in all areas.

Section V – Definitions

**Apartment House/Duplexes** – A dwelling structure in which the rooms are arranged and rented as apartments or duplexes. Apartments or duplexes shall be numbered as follows: The structure shall be given one street number and each individual apartment/duplex shall be given an apartment number. For example: 21 Upper Handle Road, Apt. 1; 21 Upper Handle Road, Apt. 2.

**Residential Condominium Complex** – A building with individual separately owned units in a multi-unit structure usually with land owned in common. These shall be numbered as follows: each road in the condominium complex shall be given a road name and each condominium structure within the complex shall be given its own street number. Each unit within the structure shall have a unit letter, with the letters increasing from left to right from the access to the building from the roadway. For example: 2 Green Willow Road, Unit B, or it may be referred to as 2B Green Willow Road.

**Commercial Complex** – A building or buildings within a complex used for commercial or industrial use, shall be numbered as follows: each building shall be given it's own number and each business space within the building shall be given its own suite number letter. For example: 111 Route 100, Suite 100 A. Suite numbers letters shall be reserved for commercial complexes.

**Combined Commercial & Apartment Complex** - A building or buildings used for commercial use in which there are also apartments, shall be numbered as follows: each building shall be given its own street number, each commercial unit shall be given a suite number, and each apartment an apartment number shall be given a letter. At no time shall a unit or apartment be given the same numbers letters. For example: 58 Route 100, Suite 104 (first floor commercial business) A (commercial business); 58 Route 100, Apt. 301 Unit B (third floor apartment) (apartment).

**Single Family Dwelling** – A detached one family house shall be given its own street number. For example: 1 Captain Copeland Road,. Each apartment within that dwelling shall use the same street number along with a respective apartment number letter. For example: 1 Captain Copeland Road, Apt. 100 (first floor apartment) or 1 Captain Copeland Road, Apt. 200 (second floor apartment) A, B, C, etc. A second structure on the property used as a dwelling may be given a separate street number or the same street number with an apartment letter, depending on the access to the second dwelling unit.

Section VI – Street Signs

The Selectboard, upon adoption of this ordinance, shall continue the program for the installation and maintenance of street name signs in accordance with the names established by this ordinance. All street signs shall be installed and maintained by the Town, to the highest degree possible allowed by budget considerations. All signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways. Private roads will be designated with a PVT prior to the name in accordance with VAOT guidelines. For example: PVT Bond Lane. All town trails shall have the designation of trail in their name.

In regards to private roads, the Town will provide the initial first road sign only, all maintenance and/or replacement after that point will be at a cost to the owner/owners of said road.

Section VII - Public Notice and Implementation

Public Notice: The Selectboard shall make reasonable efforts to ensure that the public is notified of the existence of this ordinance: Street Naming and Street Addressing.

The Town shall ensure, through cooperative efforts with the United States Post Office, that each property owner is notified of the ordinance any address changes that result from the ordinance.

This ordinance is hereby adopted by the Selectboard of the Town of Thetford on this 1<sup>st</sup> day of AUGUST, 2014, and shall, unless a petition is filed as provided by law, become effective upon the expiration of sixty (60) days after said date.

Citizens have the right to petition for a vote on this ordinance at an annual or special town meeting as provided in 24 VSA, Section 1973.

Section VIII - Severability

If any portion of this ordinance and amendments are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and amendments shall not be affected.

As passed by the Selectboard of the Town of Thetford, in Orange County, State of Vermont, at a meeting held on the 11 day of AUGUST, 2014.

DAWN DOWNEY

Michael Pomeroy

Jessica Eaton

John E. Bacon

STUART R. ROBERTS



From: **Matthew Parno** <[parnomd@gmail.com](mailto:parnomd@gmail.com)>  
Date: Thu, Sep 22, 2022 at 2:11 PM  
Subject: Joining the Thetford Conservation Commission  
To: <[selectboard@thetfordvt.gov](mailto:selectboard@thetfordvt.gov)>

Dear Selectboard Members,

I am writing to express my interest in joining the Thetford Conservation Commission (TCC). Over the last few months I have attended multiple TCC meetings and have talked with several current members about the goals of the commission and existing projects being undertaken. I am excited to become more involved in the commission's educational outreach and land management and am seeking your approval.

I am a statistician and engineer by training, but am a strong proponent of conserving public lands to, in the words of Gifford Pinchot, "provide the greatest good for the greatest amount of people in the long run." In terms of Thetford's town lands, I believe the "greatest good" can be achieved by simultaneously respecting the long term importance of our forests in climate-change mitigation and supporting the recreational opportunities that improve our quality-of-life and make Thetford such a wonderful place to live.

If you have any questions or would like to discuss my interest in more detail, please do not hesitate to contact me. In addition to this email address, my home address and phone number can be found below. I look forward to your decision.

Sincerely,  
Matthew Parno

565 Houghton Hill Rd., Thetford, VT  
907-491-1571  
[parnomd@gmail.com](mailto:parnomd@gmail.com)



## Selectboard Regular Meeting \*Draft\* Minutes

### Thetford Town Offices

(w/Virtual Attendance Option)

Monday, September 19, 2022 7:00 PM

Selectboard members present: Sharon Harkay (Chair), Li Shen (vice-chair), Steve Tofel  
Selectboard members absent: Mary Bryant, David Goodrich  
Others present: Town Manager Bryan Gazda, Town Clerk/Treasurer Tracy Borst, Selectboard Assistant Martie Betts  
Participating community members: Doug Stone, Liz Ryan Cole

Sharon Harkay called the meeting to order at 7:01 PM.  
The Selectboard did a role call as all attendees were virtual, except for Martie Betts (on location designee) and Doug Stone.

### 1. Agenda Review

Sharon Harkay has not heard from Lisa Niccolai about the Treasure Island Stewardship Plan and suggested moving the discussion to the October 3<sup>rd</sup>. meeting. Selectboard members agreed. Agenda item #9 will just cover minutes, as Selectboard members are attending virtually. Sharon told the Selectboard members to look for an email from Bob Walker about the window inserts.  
The Facilities Use Policy will replace agenda item #4.

### 2. Town Manager Report – Bryan Gazda

#### 1. FEMA Bond Note

The balance of the FEMA bond note is \$187,000.00 and will come due in November. Bryan suggested that the Selectboard consider using ARPA funds due to rising interest rates.

#### 2. Other

Saturday is the bulk trash, tire, and electronics collection at the Town Garage from 9 AM to 12 PM. There will be 2 DPW crew members there, but more helpers would be appreciated. Li Shen will be there.

The first project meeting for Latham Road will be tomorrow (Wednesday).

### 3. Public Comment

Doug Stone asked if the Fish & Game Club could use the meeting room at Town Hall on September 28<sup>th</sup> from 7:00 PM to 8:00 PM to administer the hunter safety test for people who prefer to have it read to them. This was done last year. Chief Scruggs will unlock and lock the building for them. The Selectboard agreed to the request.

Liz Ryan Cole wanted to make sure the Selectboard saw her letter concerning the planned bridge construction between East Thetford and Lyme NH. Liz said she hopes the Selectboard will consider taking a role and respond to the situation, instead of citizens having to organize without their support. Bryan Gazda said this is a New Hampshire Department of Transportation project, and they are willing to hold a public meeting.



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~~4. Treasure Island Stewardship Plan~~

**Facilities Policy.**

Bryan said he forwarded the email from Attorney Monahan that recommended leaving in the statement which reads *“In allowing the use of these facilities, the Municipality will not discriminate against users of the facilities based on the users’ particular viewpoint(s).”* The other changes requested by the Selectboard have been made which were, removing the column with maximum occupancy for outdoor spaces and removing the Thetford Hill Green to uphold the 2017 agreement between the Town and the Thetford Hill Village Improvement Society. The town’s insurance will also cover members of the THVIS.

Bryan will create a clean copy for the Selectboard to approve and sign at the next meeting.

**5. ARPA Draft Survey**

The Selectboard reviewed the draft that Sharon sent to the board. The discussion will be moved to October 17<sup>th</sup>, when the full Selectboard will be present.

**6. Accessory Dwelling Unit (ADU) Zoning Bylaw Revisions (Public Notice and Public Hearing)**

Planning Commission Chair David Forbes requested that the Selectboard warn and hold a public hearing on the Accessory Dwelling Unit (ADU) section of the Zoning Bylaws, as residents are actively pursuing permits and feel the process is too difficult. Li Shen will research the timing of how far out to warn a hearing.

**7. Memorial Park Monument Request**

The Selectboard reviewed the request from the Post Mills Congregational Church to install a Peace Pole on Memorial Park.

**Motion** by Sharon Harkay that the Selectboard regretfully informs the Post Mills Congregational Church that they may not put the Peace Pole on the Thetford Memorial Park. VOTE by Roll Call: Li Shen – in favor, Steve Tofel – in favor, Sharon Harkay – in favor. **Motion passed.**

Bryan will inform the church, and the Selectboard Assistant will research the formation and charge of the Memorial Park Committee.

**8. Road Grant in Aid for FY ‘23**

**Motion** by Sharon Harkay that we accept the State of Vermont Road Grant in Aid in the amount of \$27,000.00 to be used to improve our roads and ditches, and to authorize Town Manager Bryan Gazda to sign the agreement and return it. VOTE by Roll Call: Li Shen – in favor, Steve Tofel – in favor, Sharon Harkay – in favor. **Motion passed.**

**9. Warrants and Minutes**



# Town of Thetford Vermont

# 12

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802-785-2922 • thetfordvermont.us

- 1 **Motion** by Li Shen to accept the Selectboard meeting minutes of July 11<sup>th</sup>, 2022, as amended.
- 2 VOTE: All in Favor (3-0-0), **Motion passed.**
- 3 **Motion** by Steve Tofel to accept the Selectboard meeting minutes of July 18<sup>th</sup>, 2022, as
- 4 amended. VOTE: All in Favor (3-0-0) **Motion passed.**
- 5 **Motion** by Sharon Harkay to accept the Selectboard meeting minutes of August 1<sup>st</sup>, 2022, as
- 6 amended. VOTE: All in Favor (3-0-0) **Motion passed.**
- 7 **Motion** by Li Shen to accept the Selectboard meeting minutes of September 12<sup>th</sup>, 2022, as
- 8 amended. VOTE: All in Favor (3-0-0) **Motion passed.**
- 9
- 10 **10. Adjourn**
- 11 **Motion** by Steve Tofel to adjourn the regular Selectboard meeting at 8:30 PM. VOTE: All in
- 12 favor (3-0-0) **Motion passed.**
- 13