



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, January 23, 2023 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. Notes from the Selectboard Chair
3. Town Manager Report
 1. Union Village Bridge Update
 2. Gravel Road Winter Material Update
4. Public Comment
5. Possible Appointment to The Housing Committee
6. Possible Approval of the Writing of a Watershed Grant Application by the Conservation Commission
7. Possible Approval of the Town Meeting Warning
8. Initial Discussion of the ARPA Survey Results
9. Discussion of Response Letter from TRORC Concerning the Thetford-Lyme Bridge
10. Follow-Up Discussion of Jackson Brook Road
11. Warrants and Minutes
12. Adjourn

From: Melissa Krzal <merillin34@yahoo.com>
Date: Sun, Jan 8, 2023 at 8:24 PM
Subject: Housing committee
To: Thetford Selectboard <selectboard@thetfordvt.gov>
Cc: Sarah Martel <martel71@gmail.com>

Member of the selectboard:

I would like to join the housing committee. The state of the renting and buying market in town is not conducive for people to move here. Our businesses need workers who can afford to live close to where they work.

My daughter returned to Vermont in August of 2021 and found the housing market in the area very tight. She watched the listserv and contacted agencies and friends to find an apartment. She, her father and I also looked at condos to buy. She found a house to share with someone she knew from her high school/college days. While living there she managed to buy a condo by outbidding at least four other people. The market for rent or buy is just that tight.

If Thetford is to remain attractive and viable for renters and home buyers it needs to establish a place to contact for people looking to buy and rent.

Melissa Krzal

From: Sarah Martel <martel71@gmail.com>
Date: Mon, Jan 9, 2023 at 6:09 AM
Subject: Appointment to the Thetford Housing Committee
To: <selectboard@thetfordvt.gov>
Cc: Melissa Krzal <merillin34@yahoo.com>

To the Thetford Selectboard:

This note is in support of Melissa Krzal's request for appointment to the Thetford Housing Committee. Missy has attended several of the committee's meetings and cares deeply about the housing situation in Thetford and our region. I appreciate her willingness to give her time and talents to the committee.

Please contact me if you have any questions.
Sarah Martel, Chair
Thetford Housing Committee

VT Fish & Wildlife:

Watershed Grant

Since its creation in 1998, the Vermont Watershed Grant Program has supported the protection, restoration, enhancement, and public appreciation of Vermont's lakes, ponds, rivers, and streams. The grant program also supports efforts to improve surface water quality in keeping with stated habitat improvement objectives. The program provides grants to towns, nonprofit organizations and community groups with specific watershed projects.

Awards are made up to \$10,000, depending on the project category type. Category types and the maximum grant amount for each project category type are as follows:

- Education and outreach - up to \$5,000
- Planning, assessment, inventory, and monitoring - up to \$3,500
- On-the-ground implementation - up to \$10,000

Watershed Grants Program dollars are intended for complete projects or for discreet, identifiable portions of larger projects.

2023 Thetford Town Meeting Warning

The legal voters of the Town of Thetford, in Orange County in the State of Vermont, are hereby warned to meet in the Multi-Purpose Room of Thetford Elementary School, in the Town of Thetford, on Saturday, March 4, 2023 at 10:00 am to transact the following business:

- Article 1 To hear the reports of the Town.
- Article 2 Shall the Town authorize payment of real and personal property taxes by physical delivery to the tax collector before 5 pm on Monday, October 16th, 2023?
- Article 3 Shall the Town raise the sum of \$1,766,274 (one million seven hundred sixty-six thousand and two hundred seventy-four dollars) of which \$1,327,318 (one million three hundred twenty-seven thousand and three hundred eighteen dollars) shall be raised by taxes and \$438,956 (four hundred thirty-eight thousand and nine hundred fifty-six dollars) by non-tax revenues for the budgeted expenditures of the Town General Fund?
- Article 4 Shall the Town raise the sum of \$1,537,135 (one million five hundred thirty-seven thousand and one hundred thirty-five dollars) of which \$1,309,235 shall be raised by taxes with \$60,000 (sixty thousand dollars) from surplus funds, and \$167,900 (one hundred sixty-seven thousand and nine hundred dollars) by non-tax revenues for the budgeted expenditures of the Department of Public Works Fund?
- Article 5 Shall the Town raise the sum of \$327,441 (three hundred twenty seven thousand and four hundred forty-one dollars) as an appropriation to the Thetford Volunteer Fire Dept., Inc.?
- Article 6 Shall the Town vote to exempt from the grand list for a period of five (5) years the properties located in Post Mills and on Thetford Hill that are owned by the Thetford Volunteer Fire Department and are used exclusively for the purposes of the organization?
- Article 7 Shall the Town raise the sum of \$130,000 (one hundred thirty thousand dollars) as an appropriation to the Thetford Library Federation?
- Article 8 Shall the Town raise the sum of \$5,250 (five thousand and two hundred fifty dollars) as an appropriation to the Lake Fairlee Association whose mission is to protect the health of the lake and its environs?
- Article 9 Shall the Town raise the sum of \$8,000 (eight thousand dollars) as an appropriation to the Community Nurse of Thetford?

- Article 10 Shall the Town raise the sum of \$13,000 (thirteen thousand dollars) as an appropriation to the VNA/VNH to provide visiting nurse and hospice care?
- Article 11 Shall the Town raise the sum of \$10,000 (ten thousand dollars) as an appropriation to the White River Council on Aging for the purpose of providing services through the Bugbee Senior Center including Meals on Wheels?
- Article 12 Shall the Town raise the sum of \$4,266 (four thousand two hundred and sixty-six dollars) as an appropriation to the Clara Martin Center for the purpose of providing behavioral health care services?
- Article 13 Shall the Town raise the sum of \$3,200 (three thousand two hundred dollars) as an appropriation to the Tri-Valley Transit (formerly Stagecoach) for the purpose of providing scheduled bus runs as well as door-to-door transportation services?
- Article 14 Shall the Town raise the sum of \$1,400 (fourteen hundred dollars) as an appropriation to Senior Solutions for the purpose of providing services and resources for aging in Southeastern Vermont?
- Article 15 Shall the Town raise the sum of \$1,388 (thirteen hundred and eighty-eight dollars) as an appropriation to the Public Health Council of the Upper Valley for the purpose of providing shared public health initiatives and services within a variety of health networks?
- Article 16 Shall the Town raise the sum of \$1,300 (thirteen hundred dollars) as an appropriation to Safeline for the purpose of providing services to women and children experiencing domestic and sexual violence?
- Article 17 Shall the Town raise the sum of \$750 (seven hundred fifty dollars) as an appropriation to the Orange County Parent Child Center for the purpose of providing family support and outreach programming?
- Article 18 Shall the Town raise the sum of \$500 (five hundred dollars) as an appropriation to the Orange County Restorative Justice Center for the purpose of addressing legal and conflict issues as well as the needs of harmed parties?
- Article 19 Shall the Town raise the sum of \$400 (four hundred dollars) as an appropriation to WISE for the purpose of ending gender-based violence through advocacy, prevention, education, and related services?
- Article 20 Shall the Town raise the sum of \$300 (three hundred dollars) as an appropriation to The Family Place for the purpose of supporting families with children through a variety of programs?
- Article 21 Shall the voters of Thetford reduce the number of Thetford's Tri-Town

Commission members from three members to two members?

Article 22 To transact any other business of the Town.

Thetford ARPA Survey Responses in Brief

1/18/23 by S. Harkay

Total # Responses 359

Q1 Note that 6 respondents are neither Thetford residents nor Thetford business owners.

Q2 Note that this question was directed at Thetford business owners. Only 35 respondents said that they were business owners in Thetford yet 167 answered the question.

Q14 Help develop affordable, workforce, and senior housing.

71.27%	strongly or somewhat support
23.66%	somewhat or strongly oppose
6.48%	unsure

Q12 Create or improve riparian buffers along our streams.

69.66%	strongly or somewhat support
19.94%	somewhat or strongly oppose
10.39%	unsure

Q5 Make the Timothy Frost building usable again.

64.49%	strongly or somewhat support
20.74%	somewhat or strongly oppose
15.63%	unsure

Q8 Make physical improvements at Treasure Island (restroom/changing facilities, playground, etc.)

63.38%	strongly or somewhat support
28.17%	somewhat or strongly oppose
9.30%	unsure

Q6 Help improve water and sewer in the five villages.

60.46%	strongly or somewhat support
24.57%	somewhat or strongly oppose
15.82%	unsure

Q16 Help households connect to the broadband network.

59.16%	strongly or somewhat support
29.30%	somewhat or strongly oppose
11.83%	unsure

Q17 Help community organizations pay for specific repairs to buildings used by the community

57.46%	strongly or somewhat support
29.57%	somewhat or strongly oppose
12.96%	unsure

- Q9 Help pay for a road or bridge project.
56.78% strongly or somewhat support
28.53% somewhat or strongly oppose
15.25% unsure
- Q15 Help increase bike and pedestrian safety.
53.52% strongly or somewhat support
34.08% somewhat or strongly oppose
12.39% unsure
- Q13 Return at least 50% of unexpended ARPA funds to Town general and highway funds.
52.53% strongly or somewhat support
36.24% somewhat or strongly oppose
11.52% unsure
- Q7 Increase cybersecurity and make IT and hybrid meeting equip upgrades at Town Hall.
52.40% strongly or somewhat support
35.22% somewhat or strongly oppose
12.39% unsure
- Q11 Install EV charging stations in suitable locations in Town.
51.98% strongly or somewhat support
37.57% somewhat or strongly oppose
10.45% unsure
- Q18 Assist child care centers on a one-time basis.
51.27% strongly or somewhat support
35.21% somewhat or strongly oppose
14.08% unsure
- Q3 Repair, renovate, or replace Town garage on existing site.
51.00% strongly or somewhat support
20.23% somewhat or strongly oppose
29.34% unsure
- Q4 Relocate and build new Town garage and transfer station facilities.
43.59% strongly or somewhat support
29.06% somewhat or strongly oppose
28.21% unsure
- Q10 Buy capital equipment cost more than \$5000 for the Town.
41.69% strongly or somewhat support
33.53% somewhat or strongly oppose
25.07% unsure

Q19 Assist other local businesses who were severely affected by COVID on a one-time basis.

38.03%	strongly or somewhat support
45.63%	somewhat or strongly oppose
16.90%	unsure

Q20 Check the top 3 categories that the funds should be used for.

43.27%	Help create new affordable housing
33.24%	Improve water and sewer in the five villages
28.94%	Offset costs of road or bridge improvements
27.51%	Repair, renovate, or replace the Town garage
24.64%	Improve physical facilities at Treasure Island
20.63%	Repair and renovate Timothy Frost building
18.91%	Improve or create riparian buffers along our streams
18.62%	Connect unserved households to broadband
12.61%	Help community organizations make repairs to buildings
10.89%	Install EV charging stations
10.89%	Assist child care providers on a one-time basis
8.88%	Improve pedestrian and bicyclist safety
8.31%	Improve recreational facilities and offerings (other than Treasure Island)
8.02%	Make capital equipment purchases for the DPW or police department
8.02%	Increase cybersecurity and make IT and hybrid meeting upgrades
5.44%	Assist businesses other than child care that were hit hard by COVID

TRORC
Two Rivers-Ottawaquechee
REGIONAL COMMISSION

Selectboard
Town of Thetford
PO Box 126
Thetford Center, VT 05075

January 4, 2023

Dear Thetford Selectboard,

Thank you for the letter dated December 19, 2022 regarding the NHDOT-led Thetford-Lyme Park truss bridge and the request for our opinion for the feasibility of a separate pedestrian bridge over the Connecticut River.

I am aware of the concerns from pedestrians trying to cross the historic bridge. I have requested the NHDOT project manager to see if they collected bicycle and pedestrian volume counts to gauge the usage. When considering constructing new bicycle and pedestrian infrastructure, both VTrans and NHDOT consider the following factors which include volume (how many bicycle and pedestrians cross per hour), what are the origins and destinations (bicycle and pedestrian traffic generators), the location in relation to other non-motorized facilities, and crash data (bicycle and pedestrian crashes are typically harder to track from a data perspective).

Should this be something that the State of Vermont and New Hampshire communities are looking to pursue, it would need to compete with other regional transportation needs (paving, State and Town highway bridges) within the Upper Valley to be considered as a project in a future version of the VTrans Capital Projects and NHDOT Ten Year Transportation Improvement Plan.

This could also potentially be a candidate for a locally led project, where the Towns would be responsible for following the Federal funding requirements and providing the match to Federal funds (20% local match). On the Vermont side, the Town of Thetford might consider applying for a VTrans Bike Ped grant to scope and do preliminary design and cost a pedestrian bridge. The Town of Thetford may need to coordinate with the Town of Lyme for them to apply similarly for a NHDOT TAP grant and do the same. Once a conceptual design and cost estimate is finalized, the challenge will be securing funding either through future grant opportunities or through the NHDOT Ten Year Transportation Improvement Plan and VTrans Capital Programs.

128 King Farm Rd.
Woodstock, VT 05091
802-457-3188
trorc.org

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

TRORC
Two Rivers-Ottawaquechee
REGIONAL COMMISSION

Ultimately, bridge structures over the Connecticut River are managed by NHDOT and a pedestrian bridge will be no exception for permitting and approval.

In my professional opinion, this will be an extremely challenging project to rise high in priority in both VTrans and NHDOT Capital Programs as it competes with all the other infrastructure needs.

Sincerely,



Rita Seto, AICP
Senior Transportation Planner

- cc: Peter G. Gregory, Executive Director, TRORC
- Kevin Gelger, Director of Planning, TRORC
- Jennifer Reczek, NHDOT Bridge Consultant Design Chief and Project Manager
- Gary Laroche, VTrans Structures Program Manager
- Matthew Arancio, VTrans Planning Manager
- Meghan Butts, Executive Director, UVLSRPC



Town of Thetford Vermont

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Selectboard Special Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, January 9th, 2023 7:00 PM

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

Others present: Town Manager Bryan Gazda (via Zoom), Planning Commission Chair David Forbes, Selectboard Assistant Martie Betts

Participating community members: Melissa Krzal

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

1. Agenda Review

The Selectboard agreed to the addition of executive session after minutes and warrants to discuss Attorney/Client matters.

2. Notes from the Selectboard Chair

This is the final week for people to respond to the survey on the American Plan Rescue Act Funds. The deadline is January 15th.

The Selectboard is also looking for nominations for the Civic Pride Award, and the deadline is January 31st.

Sharon is meeting tomorrow with the chair of the Thetford Elementary School Board to discuss Town Meeting. Sharon did agree that the schools can start the Town Meeting and they anticipate being done in an hour.

The Town Attorney has returned information to Sharon which is what will be discussed in the executive session.

Steve Tofel asked if the a possible executive session could be added to every agenda just in case this situation comes up again.

3. Town Manager Report

1. Union Village Bridge Repairs

Bryan said he has an additional two items, but with the Union Village Bridge he was informed by Daniel's Construction about 2 weeks ago that they are ready to do the repairs. They are scheduled to do the repair from the 16th through the 18th. There will be a notice going out to residents in the area. It is a school bus route, so DPW Foreman Dale Lewis has coordinated with schools. It will be open at night. The cost is approximately \$12,000.00 but insurance will cover most of that.

2. New Regional Energy Coordinator

Bryan received an email that Jeff Grout has been appointed as the new regional energy coordinator but the only details are that he is from Randolph and his background is in the energy field. He will start in early February.

3. Underground Utilities



1 On Friday Dale and I met with Mike McCabe and Kevin Matt from Green Mountain Power
2 regarding the underground utilities at 945 Picknell Road. It should be easy project to drop the
3 underground utilities in.

4

5 **4. Public Comment**

6 Melissa Krzal said she listened to the recording of the last Selectboard meeting and shared her
7 concerns that the tone became disrespectful and sounded like bullying. Melissa said she felt the
8 behavior was inappropriate for a Selectboard meeting.

9

10 **5. Planning Commission Reporting Form for Municipal By-Law Amendments**

11 David Forbes, Chair of the Planning Commission, explained the proposed by-law amendments.
12 There was discussion about whether the Town Attorney needed to review it before Selectboard
13 approval.

14 There was discussion about possible legal challenges to restricting certain types of businesses in
15 town.

16 **Motion** by Li Shen to accept the Planning Commission Reporting Form for Municipal By-Law
17 Amendments and the attached amended sections of the Zoning Ordinance, with one addition of
18 “business” in the definition of accessory dwelling unit after single-family dwelling. VOTE by
19 Roll Call; Mary Bryant – in favor, Steve Tofel – in favor, Sharon Harkay – in favor, Li Shen – in
20 favor, David Goodrich – in favor. **Motion passed.**

21 **Motion** by Steve Tofel that we seek advice from the Town Attorney regarding the formulaic
22 inclusion in the bylaw. VOTE by Roll Call: Mary Bryant – in favor, Steve Tofel – in favor,
23 Sharon Harkay – in favor, Li Shen - in favor, David Goodrich – in favor. **Motion passed.**

24 **Motion** by Li Shen that we hold a public hearing for the Interim Municipal By-Laws
25 Amendment as part of the regular Selectboard meeting on February 6th. VOTE; All in favor (5-0-
26 0) Motion passed.

27

28 **6. Review of First Draft Warning for Town Meeting**

29 The Selectboard reviewed the Draft Warning for Town Meeting. They discussed adding the
30 article for reducing the number of members on the Tri-Town Commission and the appropriation
31 request from Orange County Parent Child Center. The language for the exemption of the Fire
32 Department property was discussed.

33 The Selectboard will vote on the warning at the next Selectboard meeting.

34

35 **7. Warrants and Minutes**

36

49.1	\$23649.87
25.2	\$2367.50
46.3	\$77928.66
25.4	\$21205.17
25A.4	\$5916.15
26.4	\$25240.17
26A.4	10982.95



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1
2 **Motion** by Sharon Harkay to approve the Selectboard meeting minutes of December 19, 2022, as
3 amended. VOTE; All in favor. (5-0-0) **Motion passed.**

4 **Motion** by Mary Bryant to accept the warrants as signed. VOTE; All in favor. (5-0-0) **Motion**
5 **passed.**

6
7 **8. Addition to agenda - Executive Session to Discuss Confidential Attorney-Client**
8 **Communications per 1 V.S.A. § 313(a)(1)**

9 **Motion** by Sharon Harkay to suspend the regular Selectboard meeting at 8:23 PM and go into
10 Executive Session to discuss attorney opinions on three different issues and to invite the Town
11 Manager. VOTE; All in favor. (5-0-0) **Motion passed.**

12 **Motion** by Sharon Harkay to leave Executive Session at 9:08 PM and resume the regular
13 Selectboard meeting. VOTE; All in Favor. (5-0-0) **Motion passed.**

14
15 Bryan Gazda will get estimates for services, to compare for Jackson Brook Road.
16 Bryan Gazda will contact the DPW union representative regarding the potential re-opening of
17 contract negotiations.
18 The Selectboard will ask the Town attorney to flesh out the draft of the Agricultural Tax
19 Stabilization Policy.

20
21 **9. Adjourn**

22 **Motion** by Steve to adjourn the Selectboard meeting at 9:10 PM. VOTE; All in favor. (5-0-0)
23 **Motion passed.**

24