



# 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, February 6<sup>th</sup>, 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

7:00 PM – Call to Order

1. Agenda Review
2. Notes from the Selectboard Chair
3. Town Manager Report – Bryan Gazda
  - Update on Tire Damage from Gravel Roads
  - Thetford – Lyme Bridge Construction Update
  - Other
4. Public Comment
5. Public Hearing for Interim Municipal Bylaw Amendments
6. Approval of Town Report
7. Plans for Presentation of Articles at Town Meeting
8. Review of and Decision for Civic Pride Award
9. Approval of 2 Electronic Locations for Posting of Official Notices per H.42
10. Discussion on Changing the Treasure Island Exploratory Committee from Yearly Appointment to Permanent Committee
11. Continued Discussion of ARPA Funding
12. Warrants and Minutes
13. Anticipated Executive Session Pertaining to Employment or Evaluation of Public Officer or Employee per 1 V.S.A. § 313(a)(3) and to Discuss Contract Negotiations for the Department of Public Works, per 1 V.S.A. §313(a)(1)
14. Adjourn

**Planning Commission Reporting Form for Municipal Bylaw Amendments**  
**Thetford Planning Commission**  
*Proposed 2022 Zoning Bylaw Revisions*  
 For Hearing on \_\_\_\_\_

Vermont's Department of Housing and Community Development (DHCD) is creating a database for the use of municipalities throughout the state. In order to get the DHCD the information they need, Planning Commissions are required to submit a written report that describes the changes the PC proposes, using a Plan/Bylaw Reporting Form. What follows is that Report. The PC is proposing two types of changes to the Zoning Ordinance: first, only those changes essential to making certain Thetford is in compliance with State requirements; and second, changes that expand the ability to build ADUs in Thetford. We anticipate a more thorough review and update over the coming 12 months.

All changes made now will be applicable for 24 months after which time, as experience suggests, the town will go through the process of letting them expire or making them permanent.

This report was prepared in accordance with 24 V.S.A. §4441(c) which states:

"When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning by-laws, amendments, and subsection 4384(c) of this title concerning plan amendments. The report shall provide:

**(A)** Brief explanation of the proposed bylaw, amendment, or repeal and .... Include a statement of purpose as required for notice under section §4444 of this title:

We propose these amendments in order that the Thetford Zoning Ordinance will better conform with and/or further the goals and policies contained in Thetford's Municipal Plan, particularly the Recommendations contained within Chapter 1 (Housing) of the Town of Thetford 2020 Municipal Plan (<https://www.thetfordvt.gov/home/showpublisheddocument/1436/637426659150870000>). These revisions brings the Town's zoning regulations into compliance with state statute and helps to expand urgently needed housing options.

**(B)** And shall include findings regarding how the proposal:

1. Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:

**These proposal(s) by the Thetford Planning Commission, in cooperation with the Thetford Selectboard, Thetford Housing Committee and Development Review Board Chair – and in accordance with Chapter 1 (Housing) of the new Town of Thetford 2020 Town Plan – conform fully with the Goals, Policies and Recommendations contained within that document and expand the potential availability of safe and affordable housing**  
**(<https://www.thetfordvt.gov/home/showpublisheddocument/1436/637426659150870000>).**

Chapter 1 of The Plan mandates that the Town Planning Commission:

- 1. Update the Zoning Bylaws to further accommodate the development of senior, affordable, and workforce housing.
- 2. Update the Zoning Bylaws to further accommodate increased housing and rental density in existing structures or development footprints.
- 3. Update the Zoning Bylaws to require increased energy efficiency and conservation, and restrict greenhouse gas emissions and fossil fuel infrastructure.

Additionally, the Town – as a current participant in the Two Rivers-Ottawaquechee Regional Commission (TRORC) Housing Consortium Project – is actively implementing the fourth (and final) Recommendation:

- 4. The Town should collaborate with neighboring Towns to fund and develop senior, affordable, and workforce housing.

**The implementation of these proposed revisions to housing-related components of the Thetford Zoning Bylaw comport with the State of Vermont 24 V.S.A. § 4415(a):**

**If a municipality is conducting or has taken action to conduct studies, or has held or is holding a hearing for the purpose of considering a bylaw, a comprehensive plan, or an amendment, extension, or addition to a bylaw or plan, the legislative body may adopt interim bylaws regulating land development in all or a part of the municipality in order to protect the public health, safety, and general welfare and provide for orderly physical and economic growth.**

- 2. Are compatible with the proposed future land uses and densities of the municipal plan:

**The proposed revisions – in particular, the proposed Neighborhood Residential Zoning District (Article II, Section 2.01, *Draft of Suggested Changes*) and the proposed Uses by District and Categories of Uses (‘Formulaic/Chain Business description/definition) - are compatible with the current and future land uses and densities described in the 2020 Thetford Town Plan. ADU-related changes to the current Zoning Bylaw are intended to maximize the efficient utilization of available residential land(s) while concurrently remaining compatible with current and future land use(s) throughout Thetford.**

- 3. Carries out, as applicable, any specific proposals for any planned community facilities.

N/A

Amend Section 5.10 as follows:

Section 5.10 Accessory Dwelling Units

(A) Purpose

The purpose for Accessory Dwelling Units (ADU) is to allow an owner of a single-family dwelling to create a subordinate dwelling unit within, attached to or near the primary dwelling.

(B) Determination by the Zoning Administrator ~~and Development Review Board~~

Pursuant to § 4412 (E) of the Act, a single accessory dwelling unit that is located within, or attached to, or detached from a primary single family dwelling on an ~~owner-occupied lot~~ ~~family dwelling~~ shall be a permitted use provided there is compliance with criteria 1 – 4 listed below. ~~A single accessory dwelling unit that is detached from the owner-occupied single-family dwelling shall be a conditional use, and must comply with criteria 1 – 3 listed below.~~

1. The property has sufficient wastewater capacity.
2. The unit does not exceed 30 percent of the total habitable floor area of the primary single-family dwelling or 900 square feet, whichever is greater. For the purposes of this regulation “habitable floor area” shall mean the “finished area” of the primary dwelling in the Listers’ records.
3. Applicable setback, coverage, and parking requirements specified in the bylaws are met.
4. The proposed ADU is not in a regulated flood hazard or fluvial erosion area. If the ADU is located in a regulated flood hazard or fluvial erosion area, it shall be subject to conditional use review by the DRB.

(C) Standards

1. The maximum number of dwellings on a single lot without Planned Unit Development approval is two, comprised of either one principal dwelling unit and one accessory dwelling unit, or a two--unit dwelling.
- ~~2. The floor area of the accessory dwelling unit shall not exceed 30% of the habitable floor area of the principal dwelling unit, or 500 square feet, whichever is greater.~~
- ~~3. In the case of a detached Accessory Dwelling Unit, the structure housing the Accessory Dwelling Unit must not be located farther than 200 feet from the Principal Dwelling Unit.~~
- ~~4. Where an Accessory Dwelling Unit is planned to be contained within an existing accessory structure, that structure can be located beyond 200 feet from the principal dwelling unit, so long as the existing structure was built in its current location as of January 1, 2011, or at least 10 years prior to the issuing of a permit for a detached Accessory Dwelling Unit.~~
- ~~5. All new accessory dwelling units not attached to or located within the principal dwelling unit will be reviewed under conditional use procedures. (For these applications, Site Plan Review will not be required.)~~
- ~~6. The single-family dwelling or the accessory dwelling unit must be occupied by the owner of the property. In the case of a change in circumstance, i.e. job transfer, sabbatical etc., the owner occupied dwelling unit can be rented out for a period of up to one year.~~

Amend Section 2.01 as follows:

Section 2.01 Zoning Districts and Overlay Districts: General

For the purpose of this Bylaw, the Town as shown on the Zoning Districts map is divided into



four types of zoning district, which are Village Residential, Neighborhood Residential, Community Business, and Rural Residential, and one overlay district, the Thetford Hill Historic Preservation Overlay District. The general purpose of these Districts is to encourage future growth that complements past patterns of development, preserving the rural character of Thetford and strengthening the identity of Thetford's villages. Appropriate development, according to the Town Plan and to these Bylaws, is determined by assessing the proposed usage against the General and Specific Use Provisions and the General Standards for Development Review for both Permitted and Conditional uses. These include requirements for open space protection; wetlands, wildlife, forest resource and agricultural land protection; and protection from the impact of increased traffic from proposed development.

The general purpose of each district shall be as follows:

(A) Village Residential – The purpose of the Village Residential District is to comprise relatively dense areas of settlement with the following characteristics:

- Networks of streets and utilities that make efficient use of land;
- Neighborhoods with resources such as schools, shops and libraries within walking distance of residences;
- Relatively dense housing, noting that villages' lots "grandfathered" before zoning were often smaller than the current minimum of 20,000 square feet;
- Mixed--use development, compatible in scale and lot coverage with existing development, supporting commercial and public services for residents

(B) **Neighborhood Residential** – Neighborhood Residential land use areas are districts of settlement that are close to Village Residential areas. Their purpose is primarily residential, with a minimum lot size of 20,000 square feet, but they tend to be less dense than Village Residential areas. Accessory dwelling units are a permitted use. A second purpose is to encourage Home Occupations (Home Office, Home Business, and Home Industry) and Commercial Service(s), in accordance with Tables 2.1 and 2.2 (Section 2.04). The NR District is intended to serve as a residential and commercial 'bridge' between Village and Rural Residential Zoning Districts.

(C) Community Business – The purpose of the Community Business district is to share the characteristics of the Village Residential district, with an emphasis on commercial development, compatible in scale and lot coverage with existing development, ranging from small to medium in size.

(D) Rural Residential – The purpose of the Rural Residential district is to maintain an area of low average density that is compatible with clusters of high--density, remaining primarily a district of open space, farms, residences and woodlands, with scattered commercial uses that are either home--based or dependent on natural resources. This area is characterized by development that has

- Particular sensitivity to agriculture and natural resources;
- Minimal sprawl, as the term is defined in Section 8.02.

(E) Thetford Hill Historic Preservation Overlay – The purpose of this district is to ensure the protection, enhancement and renovation of significant architectural and historic resources in Thetford Hill. The District shall preserve such property, districts, buildings, and sites in

the Town having special historical associations or significance or of special architectural merit or significance. While not all buildings are of equal historic significance, all buildings and lands support and contribute to any given district.

Amend Section 2.04 Uses and Standards as follows:

Section 2.04 Uses and Standards

(B) Use Categories

1 & 2 Unit Dwelling: Any use of land or structures comprising one or two residential units in a primary structure. Examples: house, cabin, mobile home, duplex, 1 unit dwelling with 1 accessory dwelling unit in accordance with Section 5.10

Amend Table 2.1 Uses by District as follows:

Amend Section 8.02 Definitions as follows:

**FORMULAIC (CHAIN) BUSINESS**

A type of retail store, rental establishment, restaurant, hotel, or motel which, along with fifty (50) or more other business locations within or outside the United States, regardless of ownership of those businesses, maintains two (2) or more of the following features: standardized array of merchandise or standardized menu, standardized facade, standardized decor and color scheme, uniform apparel, standardized signage, or a trademark or service mark.

**ACCESSORY DWELLING UNIT:** A distinct unit ~~An efficiency or one-bedroom apartment~~ that is clearly subordinate ~~(attached or nearby)~~ to a ~~single-unit~~ single-family dwelling, and has facilities and provisions for independent living, including sleeping, food preparation and sanitation.

## 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.



<b>Thetford Housing Committee, 5: 3-year term</b> (Formerly Senior & Affordable Housing Committee)		
Sarah Martel ('23)	785-2018	martel71@gmail.com
Pippa Drew ('23)	333-4308	pippa@pippadrew.com
Cathee Clement ('24)	802-359-3436	catherinedaunclement@gmail.com
Melissa Krzal ('26)		Merillin34@gmail.com
Vacant (1)		
<b>Thetford Elder Network, 10: 4-year term</b>		
Jody Biddle, Chair ('24)	785-4508	
Pat Pisano ('25)	785-4831	
Sue Gault, Secretary ('24)	785-2805	
Dale Gephart, Vice-Chair ('25)	333-9748	
Priscilla (Pril) Hall ('23)	222-7885	
Cathy Newbury ('24)	785-3136	
Sue Rump ('23)	785-4029	
Inge Trebitz ('23)	785-2129	
Vacancies (2)		
<b>Town Service Officer: 1-year term</b>		
Jessica Eaton ('23)	333-9491	krash537@hotmail.com
<b>Treasure Island Exploratory Committee, 7: 1-year term</b>		
David Roth, Chair ('23)		
Jim Zien ('23)		
Dale Gephart ('23)		
Ann Jane Kemon ('23)		
Lucas Stepno ('23)		
Doug Tift ('23)		
Vacancies (1)		
<b>Tree Warden: 1-year term</b>		
Bill Murphy ('23)	603-790-0743	arborkiller@icloud.com
<b>Tri Town Commission: 3-year term</b>		
Jessica Eaton ('23)	333-9491	krash537@hotmail.com
Melissa Krzal ('23)		merillin34@yahoo.com
David Goodrich ('25)		dgoodrich@thetfordvt.gov
<b>Two Rivers-Ottawaquechee RPC: 1-year term</b>		
Angela McCanna ('23)	333-303	angiemccanna@gmail.com
<b>Upper Valley Ambulance: 1-year term</b>		
David Goodrich ('23)	785-2170	dgoodrich@thetfordvt.gov
<b>Zoning Administrator: 3-year term</b>		
Angela Jones ('25)	785-2922	zoning@thetfordvt.gov
<b>Notaries Public</b>		

From: **Douglas Tifft** <[dtifft.redwing@gmail.com](mailto:dtifft.redwing@gmail.com)>  
 Date: Thu, Feb 2, 2023 at 11:00 AM  
 Subject: thoughts on the charge for a standing Treasure Island committee  
 To: Sharon Harkay <[sharkay@thetfordvt.gov](mailto:sharkay@thetfordvt.gov)>  
 Cc: David Roth <[dmr@thewakayagroup.com](mailto:dmr@thewakayagroup.com)>

Sharon:

You had asked for our recommendations on potential charges to be included in a motion at next Monday's Thetford Selectboard meeting to form a standing committee for Treasure Island matters. We asked our members to send their ideas to me by now. So far, I only have a couple. Here they are:

- expand year-round recreational opportunities at Treasure Island (AJ Kemon)
- allow for fund-raising/fiduciary responsibilities for implementing and paying for enhancements (David Roth)

I know there are surely more thoughts that simply haven't been stated. I would suggest revisiting the enclosed "vision statement" our committee submitted to the Selectboard in December 2021.

Potential charges and objectives evident in this document include:

- implement varied, year-round uses (as AJ noted), including expanded recreational functions (e.g. pickleball), annual activities, educational ventures, entertainment venue (e.g. movies on the beach, musical groups)
- encourage greater use and buy-in from surrounding communities and existing organizations (e.g. LFA, Aloha Camps)
- craft a long-range master plan informed by the stewardship plan, Lake Wise recommendations, wetlands survey, and natural inventories (e.g. wildlife cams)
- assess existing infrastructure (e.g. buildings, roads, parking areas, docks, picnicking facilities), recommend improvements, and implement with fund-raising strategies
- explore new ventures for both public and private enjoyment (e.g. boat rentals, concessions, facilities rental for private functions)
- consider new administrative options for running Treasure Island, including reconsideration of the previous resident caretaker model
- develop a vision for Treasure Island as an entry point for public appreciation and conservation of the area wetland environment and for the health of Lake Fairlee and its watershed

I realize that a series of "charges" will not explicitly state all of this. But perhaps the Selectboard can consider the intentions embodied here when framing and empowering the new standing committee.

One very important question: can a standing committee of the town include members who are not residents?

I hope these thoughts help you and the other selectboard members see the possibilities for a newly cast Treasure Island committee. I have copied David Roth so that he can fill in what I may have missed and correct what I may have misstated.

### Treasure Island Vision Statement

The extensive waterfront of Treasure Island should be made available for varied year-round recreational uses by the residents of Thetford and surrounding communities at a reasonable cost. Its inherent natural qualities should be protected and integrated with the unique wildlife habitat of adjoining wetlands on this end of Lake Fairlee. While owned and maintained by the Town of Thetford, Treasure Island should aspire to greater public use and broader financial support from all constituencies. Organizations such as the LFA and the Aloha Camps as well as the surrounding towns should be engaged to take part in its management and long-term welfare.

### What Do We Want from a Treasure Island Master Plan?

A master plan for Treasure Island should serve as a touchstone as both short-term and long-term changes maintain and improve this regional asset. The master plan should begin with a graphic representation of natural and built features, frontage on the water and along the roadway, key access points, terrain, and its location on the lake relative to other sites of interest. Potential projects should each be enumerated by purpose, constituency, priority, likely cost, and funding sources. Plans should cite similar enterprises that may serve as instructive models. As proposed below, the master plan should be implemented in phases that build on existing strengths while exploring new options to extend the variety and seasons for a wider range of public activities and community interests.

#### **PHASE ONE — “the same, only better”**

Treasure Island serves first and foremost as a summer swimming and picnicking resource for Thetford and surrounding towns that abut Lake Fairlee. It should immediately restore and build on those assets and public expectations with: solid management and hiring of qualified personnel; maintenance and improvements to beach facilities and equipment; and core services such as swim lessons and boat rentals. Based on survey results where residents indicated they want Treasure Island to be “the same, only better,” the town should add to its solid reputation as a community-centered summer destination with new ventures such as: food concessions; improved bath and shower facilities; more beach options such as deep-water floats for swimming in lanes; expanded playground and sports resources; more outdoor programming such as hosting musical groups and educational speakers; and improved parking areas and a lightning shelter. This must be done while protecting and restoring the inherent natural assets of the waterfront and woodland following LakeWise guidelines specifically noted on the master planning site map. Only by maximizing its recognized value as a public summertime venue can it begin to address questions of cost.

#### **PHASE TWO — “more than just a beach”**

While shoring up its core value as a swimming and picnicking destination, Treasure Island should simultaneously begin to explore other ways to share its extensive waterfront with the public. It has considerable value as a nature area for visitor enjoyment and as a site for addressing the health of Lake Fairlee. There should be a plan for restoration and protection of the woodland and rustic

waterfront at its northern end. This should include: a modest trail system; viewing spots with benches and a birdwatching platform in the northern marshland; restoration of the “Art Shack” for nature study; and a simple fishing dock for launching canoe/kayak tours of this “quiet end” of the lake. Along the southern end, the shoreline facing the cove offers another natural retreat that should be part of the trails network. Recreational uses of the open field on this end, accessible by an existing gated drive, might be used for a playing field, events parking, or tenting.

### **PHASE THREE — “four seasons, three towns”**

Multi-season uses for Treasure Island should be investigated and encouraged as part of a long-range plan for expanding the public value and constituency of the site. Surveys indicate interest in activities such as ice skating, ice fishing, winter programs, and beach parties. As the public begins to recognize the greater potential for Treasure Island, efforts should be made to involve the towns of West Fairlee and Fairlee in its financial support and governance. This might take the form of a multi-town advisory committee coupled with annual contributions toward its upkeep. This could be modeled on the way the Cross-Rivendell Trail is supported by annual appropriations from the towns, coupled with individual donations through Rivendell Trail Association membership and fundraisers.

### **PHASE FOUR — “open to everyone at reasonable hours and times of the year”**

With broader financing, residents of the participating towns and visitors with annual memberships could be offered significantly reduced admission to the beach in summer. Refurbishing the existing house for a resident caretaker could make possible free off-season daytime access through a designated area for “at your own risk” swimming and boating. Improvements to the house could also include a year-round meeting facility for educational programming on conservation and the health of the Lake Fairlee watershed as well as private functions, similar to the multiple uses of the Hulbert Center on Lake Morey.

**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

**Marion Betts**

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**From:** Sharon Harkay <sharkay@thetfordvt.gov> on behalf of Sharon Harkay  
**Sent:** Friday, February 03, 2023 11:17 AM  
**To:** Marion Betts  
**Subject:** Fwd: ARPA Reminders and Updates

FOR SELECTBOARD PACKET

----- Forwarded message -----

**From:** Sarah Wraight <[swraight@trorc.org](mailto:swraight@trorc.org)>  
**Date:** Mon, Jan 30, 2023 at 12:39 PM  
**Subject:** ARPA Reminders and Updates  
**To:** Sarah Wraight <[swraight@trorc.org](mailto:swraight@trorc.org)>

Good afternoon everyone,

We're writing to share some important reminders and updates pertaining to ARPA funding.

ARPA funds must be *obligated* (promised through orders, subgrants, or contracts, or exact expenditures approved by Selectboard) by December 31, 2024. ARPA funds must be actually spent by December 31, 2026. That may feel like a lot of time, but if you're considering using ARPA funds on a large project that requires public discussion at Town Meeting Day and/or does not have engineering and permits yet, that timeline is getting tight.

We encourage all municipalities to consider, if you haven't already, using ARPA dollars to pay off portions of your regular operating budget. By doing so, you will free up General Fund or Highway Fund monies, thus creating a surplus. This strategy has been approved by VLCT's legal team, and it maximizes your flexibility in spending your ARPA dollars. Please note that you must abide by federal ARPA regulations and timelines when selecting which portions of your operating budget you will pay off using ARPA dollars. Once you pay off those line items and create a surplus, **the surplus dollars are considered local in character and are not subject to the federal ARPA regulations or timelines.** The surplus dollars do not have to be obligated by 2024 (next year) and there are no federal restrictions on what surplus funds can be spent on. If your municipality has already held forums and/or already agreed on projects, your municipality can still complete these projects using this option, but at your leisure and with fewer restrictions! Municipalities really should consider this option.

If you decide to take this option, here are some things to keep in mind:

1. Remember that ARPA monies cannot be spent on certain categories of expenses. So when you're identifying line items in your operating budget to pay off, you'll want to steer clear of prohibited categories. For more information on prohibited uses, see "What can we spend our ARPA dollars on?" toward the end of this email.

2. Although the freed-up funds are not subject to federal regulations, they do constitute a surplus and you must follow your municipality's established policies/procedures for spending surplus funds.
3. **If you use ARPA dollars to pay off part of your highway budget, the freed-up funds do not have to be spent on highway projects.** In last year's legislative session, the state eliminated the requirement to keep highway funds separate from other general funds in municipal budgets.
4. According to the latest revised guidance from Treasury, if a municipality categorizes all of its ARPA funds as "revenue replacement" (most the municipalities in our region have told Treasury they will be doing this), then their expenditures of ARPA dollars are exempt from federal *procurement* regulations. This means that you can pay off contractual items in your operating budget (for example, an ongoing building project or a big equipment purchase) and you won't have to worry about documenting quotes or competitive bidding processes for Treasury. (Just make sure that you're following your local procurement policies, and that you're not spending ARPA dollars on debt installment payments, because debt payments are a prohibited use under federal ARPA regulations.)
5. As with any funding source, effort should be made to document the use of the funds clearly and thoroughly for audit purposes. Examples of documentation could be a memo describing what the funds were used for and a supporting spreadsheet showing the budget lines, actual expenditures, and how much ARPA money was spent toward that line.
6. VLCT can provide tailored accounting guidance if you have questions about how fund assignment should be documented in your ledger. Because each town has different policies and practices, they cannot provide one-size-fits-all budgeting guidance. Contact Sarah Macy at [smacy@vlct.org](mailto:smacy@vlct.org).

#### Other important updates:

- If you are contemplating transferring money to organizations, businesses, or individuals, please note that those payments should NOT be classified as subawards in your annual reporting to Treasury. (Subawards have more complicated reporting requirements under ARPA regulations.) Treasury recently decided that if a municipality categorizes all of its ARPA dollars as "Revenue Replacement" (which is true for most of the municipalities in our region), then none of that municipality's ARPA expenditures will be subject to subaward regulations.
- VLCT has produced a handy guide illustrating what portions of Uniform Guidance municipalities need to follow if they are categorizing their ARPA funds as "revenue replacement."
- For those looking for other grants to stretch their ARPA dollars, we recommend that you check out the following resources:
  - On January 23<sup>rd</sup> in Bradford, a number of state agencies presented on funding opportunities to interested community representatives. You can find a recording of the meeting and handouts on GMEDC's website.
  - VLCT publishes and maintains a guide to federal grant opportunities.
- The deadline for reporting to Treasury is coming up on April 30<sup>th</sup>. When we get closer to the date, TRORC will be reaching out to share guidance and offer support.

#### What Can We Spend our local ARPA dollars on?

In your municipality's first Project and Expenditure report to Treasury in April of last year, your municipality declared whether it would be accepting the standard revenue loss allowance and how much of its award should be categorized as "revenue replacement." A municipality can spend its ARPA dollars on provision of government services, up to its

declared revenue loss amount. Most of the municipalities in our region declared the entirety of their awards as revenue loss; those municipalities can therefore spend 100% of their ARPA dollars on any service traditionally provided by a local, county, or state government (excluding the prohibited uses outlined in the Final Rule). You are not limited to the types of services previously provided by your municipality. Local ARPA dollars can also be used as non-federal match for many grants (check with your grant program manager). Remember that the following uses are prohibited under ARPA's Final Rule:

- Any costs incurred prior to March 3, 2021
- Extraordinary contributions to pension funds
- Replenishing rainy day funds or other financial reserves
- Debt service (regardless of when the debt was incurred)
- Projects that undermine efforts to stop the spread of Covid-19
- Satisfaction of court, administrative, or regulatory settlements/judgments (certain exceptions apply)
- Projects that do not comply with the regulations referenced in the award documentation, or other federal, state, or local laws

TRORC staff are available to help with eligibility or reporting questions and with facilitating community dialogues about how to spend ARPA funding. Contact Sarah at [swraight@trorc.org](mailto:swraight@trorc.org) or 802-457-3188 x3007 for assistance.

Sarah Wraight | Senior Planner, AICP



Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road | Woodstock, VT 05091

802-457-3188 x3007

Pronouns: she/her

[trorc.org](http://trorc.org) | [facebook](https://www.facebook.com/trorc) | [youtube](https://www.youtube.com/channel/UC...)

*This email is not a legal opinion and is part of the public domain.*



**From:** Steve Tofel <stofel@thetfordvt.gov>

**Sent:** Monday, January 30, 2023 2:01 PM

**To:** Tierney, June <June.Tierney@vermont.gov>

**Cc:** Bryan Gazda <bgazda@thetfordvt.gov>; Sharon Harkay <sharkay@thetfordvt.gov>

**Subject:** Funding Guidance

Dear Commissioner Tierney,

Thank you for coming to Bradford this past Monday and sharing your insights into what's possible using ARPA funds. I'm not sure that you're the person to ask, but if not, perhaps you can forward this to the appropriate person(s).

Thetford has ~\$500,000 left in uncommitted funds and we'd like to maximize these funds. I came away from our meeting with the feeling that we would be better off funding preliminary studies, e.g., an engineering proposal for water and sewer systems and then apply for grants, rather than devote large sums to the water system itself. In other words, get projects to the "shovel ready" stage and then go after the funding. Does this sound correct?

We recently surveyed the residents in town and below is the order in which they ranked priorities. If any of these jump out as categories where design studies would be more appropriate, please advise.

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

Thanks so much for any guidance you can provide.

Be well,

Steve

Steve Tofel, Member, Thetford Selectboard

(802) 649-2934

**From:** Tierney, June <June.Tierney@vermont.gov>  
**Sent:** Monday, January 30, 2023 4:20 PM  
**To:** Steve Tofel <stofel@thetfordvt.gov>  
**Cc:** Bryan Gazda <bgazda@thetfordvt.gov>; Sharon Harkay <sharkay@thetfordvt.gov>; Smith, Kendal <Kendal.Smith@vermont.gov>; Moore, Julie <Julie.Moore@vermont.gov>; Flynn, Joe <Joe.Flynn@vermont.gov>; Hanford, Josh <Josh.Hanford@vermont.gov>  
**Subject:** RE: Funding Guidance

Hello Mr. Tofel,

Thanks very much for reaching out to me, just as I suggested at the meeting in Bradford last Friday. Here are the questions I see that need to be answered:

- Can the ~\$500k in ARPA funds be used for what is on Thetford’s list?
- If so, is/are studies and planning activities the best use of these funds, as opposed to directly applying them toward construction of housing/water/sewer/roads/bridges?

Given Thetford’s three top priorities (housing, water/sewer, roads/bridges) I have listed below the corresponding agency portals for pursuing the two questions identified above, as well as the agency heads, who are copied here for their general awareness so they can help break down barriers should you run into any as Thetford forges ahead:

Housing: Agency of Commerce and Community Development (Commissioner Josh Hanford)  
 Water/sewer: Agency of Natural Resources (Secretary Julie Moore)  
 Toads/bridges: Agency of Transportation (Secretary Joe Flynn)

Additionally, I am looping in Kendal Smith from the Governor’s Office to help connect you with the go-to subject matter experts in these three agencies who can help Thetford resolve how best to leverage its remaining ARPA funding.

Kind regards. JET

**From:** Moore, Julie <[Julie.Moore@vermont.gov](mailto:Julie.Moore@vermont.gov)>  
**Sent:** Tuesday, January 31, 2023 8:35 AM  
**To:** Steve Tofel <[stofel@thetfordvt.gov](mailto:stofel@thetfordvt.gov)>  
**Cc:** Kamman, Neil <[Neil.Kamman@vermont.gov](mailto:Neil.Kamman@vermont.gov)>  
**Subject:** RE: Funding Guidance

Good morning, Mr. Tofel.

I have looped in Neil Kamman, who attended the Bradford session on behalf of the Agency, and is the lead in water/sewer infrastructure funding.

Kind regards,

Julie



**Julia S. Moore, P.E** | Secretary (she/her)  
Vermont Agency of Natural Resources  
1 National Life Dr, Davis 2 | Montpelier, VT 05620-3901  
802-828-1294 office  
[julie.moore@vermont.gov](mailto:julie.moore@vermont.gov)  
[anr.vermont.gov](http://anr.vermont.gov)

From: **Kamman, Neil** <[Neil.Kamman@vermont.gov](mailto:Neil.Kamman@vermont.gov)>

Date: Tue, Jan 31, 2023 at 3:03 PM

Subject: Thetford and W/WW - RE: Funding Guidance

To: Steve Tofel <[stofel@thetfordvt.gov](mailto:stofel@thetfordvt.gov)>

Cc: Hackett, Emily <[Emily.Hackett@vermont.gov](mailto:Emily.Hackett@vermont.gov)>, Claudon, Lynnette

<[Lynnette.Claudon@vermont.gov](mailto:Lynnette.Claudon@vermont.gov)>, Brown, Thomas <[Thomas.Brown@vermont.gov](mailto:Thomas.Brown@vermont.gov)>,

Fritschie, Keith <[Keith.Fritschie@vermont.gov](mailto:Keith.Fritschie@vermont.gov)>, Bryan Gazda <[bgazda@thetfordvt.gov](mailto:bgazda@thetfordvt.gov)>,

Sharon Harkay <[sharkay@thetfordvt.gov](mailto:sharkay@thetfordvt.gov)>, Moore, Julie <[Julie.Moore@vermont.gov](mailto:Julie.Moore@vermont.gov)>

Good day Mr. Tofel,

Thank you for reaching out. You will have heard me speak about ANR's programs at the Bradford meeting. I was there with my colleague Lynnette Claudon. Big-picture, the ARPA funds Thetford has to invest are absolutely eligible for water and sewer development work. They are also eligible for a number of the other items, like the buffer plantings. More on that in a moment.

If Thetford is getting started on new W/WW infrastructure from whole cloth, please consider an in-depth discussion with Lynnette and Emily, and Mr. Tom Brown. Tom is the gentleman to speak with about financing, while Lynnette (and her colleague Emily) can help you understand the steps to developing a new system. It is a long road, but I think you are on solid ground to contemplate initiating preliminary design using, in part, your ARPA funding. In addition, I think it is worth thinking thru the financing before making any decisions about selecting engineers and moving forward to spend ARPA funds. My Division may be able to provide assistance in the form of subsidized planning to get Thetford started, to which your ARPA funds could be married, to get a more impactful project. We call this "stacking" the financing and funding.

I also noted a little further down your list interest in supporting improved riparian buffers along rivers and streams. To this end, I've also copied Keith Fritsche on this email, who is our Division's Basin Planner for your area. Keith can assist the town in identifying resources to support work like this, in terms of funding and technical / implementation assistance (eg...boots on the ground).

Lynnette or Emily, could one of you reach out to Mr. Tofel and arrange a meeting amongst you, Tom, Emily, and Keith, if he would like to do so? Perhaps getting all of you in one “virtual” room with key town folks could allow an open discussion about how WID can assist Thetford’s water infrastructure opportunities.

Mr. Tofel, don’t hesitate to reach out to me again, and you are in good hands with the folks from my team.

Neil

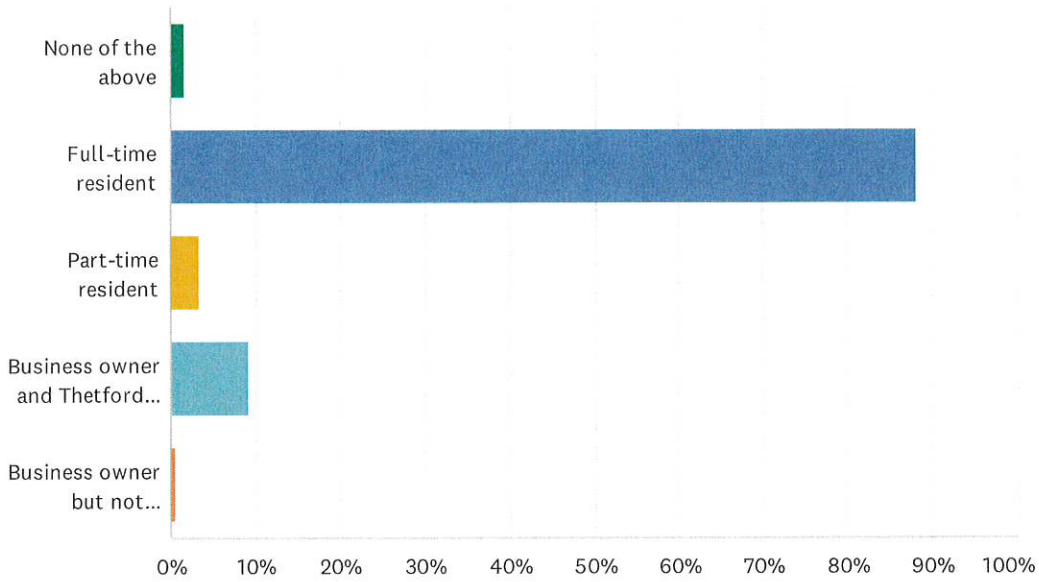
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**Neil C. Kamman**, Director, Water Investment Division *(he/his)*  
Department of Environmental Conservation  
1 National Life Dr., Main 2  
Montpelier, VT 05620-3522  
802 490-6137 | 802 828 1550 (LL), [neil.kamman@vermont.gov](mailto:neil.kamman@vermont.gov)



# Q1 Are you a Thetford Resident and/or Thetford Business Owner?

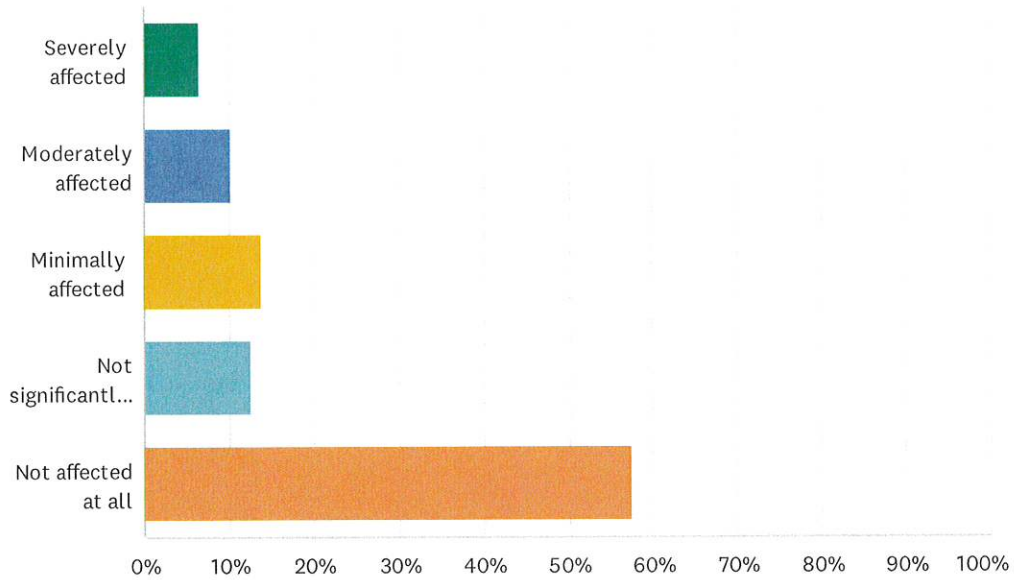
Answered: 358 Skipped: 1



ANSWER CHOICES	RESPONSES	
None of the above	1.68%	6
Full-time resident	88.27%	316
Part-time resident	3.35%	12
Business owner and Thetford resident	9.22%	33
Business owner but not Thetford resident	0.56%	2
Total Respondents: 358		

## Q2 If you are a Thetford business owner, to what degree were your business finances negatively affected by COVID-19?

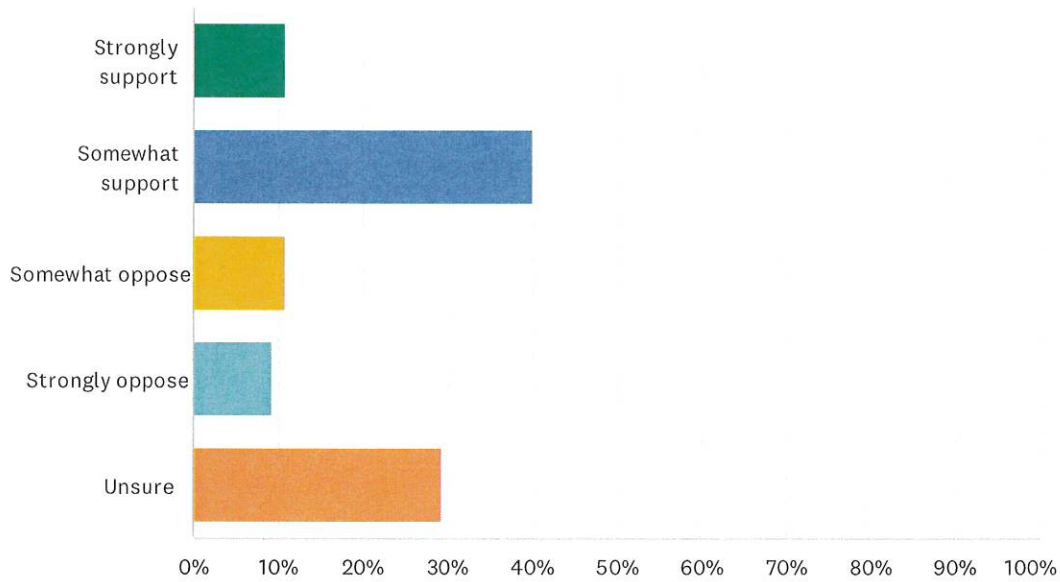
Answered: 167 Skipped: 192



ANSWER CHOICES	RESPONSES	
Severely affected	6.59%	11
Moderately affected	10.18%	17
Minimally affected	13.77%	23
Not significantly affected	12.57%	21
Not affected at all	57.49%	96
Total Respondents: 167		

### Q3 Would you support using ARPA funds to repair, renovate, or replace the Town Garage on the existing site?

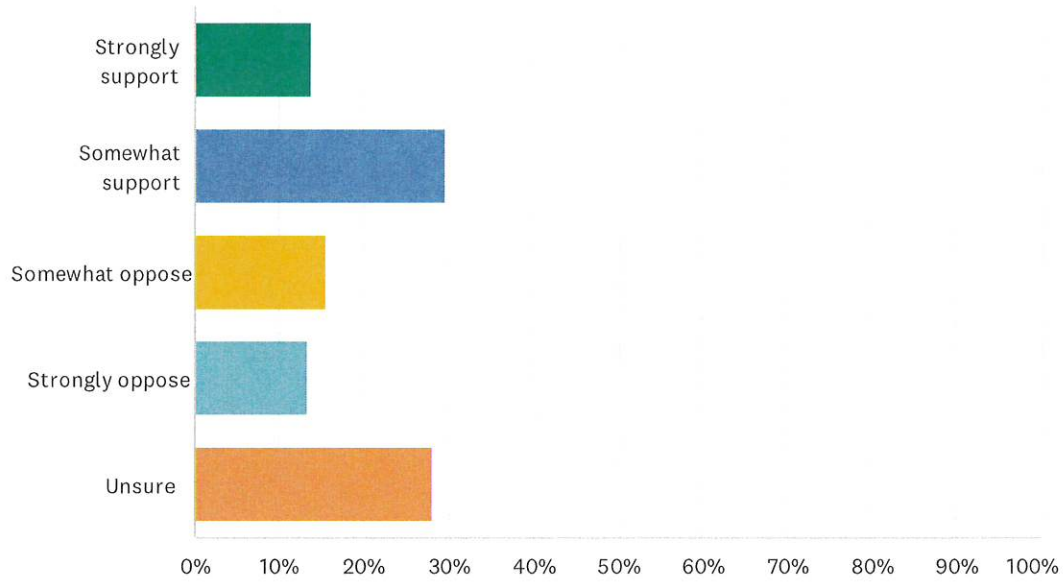
Answered: 351 Skipped: 8



ANSWER CHOICES	RESPONSES	
Strongly support	10.83%	38
Somewhat support	40.17%	141
Somewhat oppose	10.83%	38
Strongly oppose	9.40%	33
Unsure	29.34%	103
Total Respondents: 351		

## Q4 Would you support using ARPA funds to help relocate the Town Garage and Transfer Station and build new facilities at the new site?

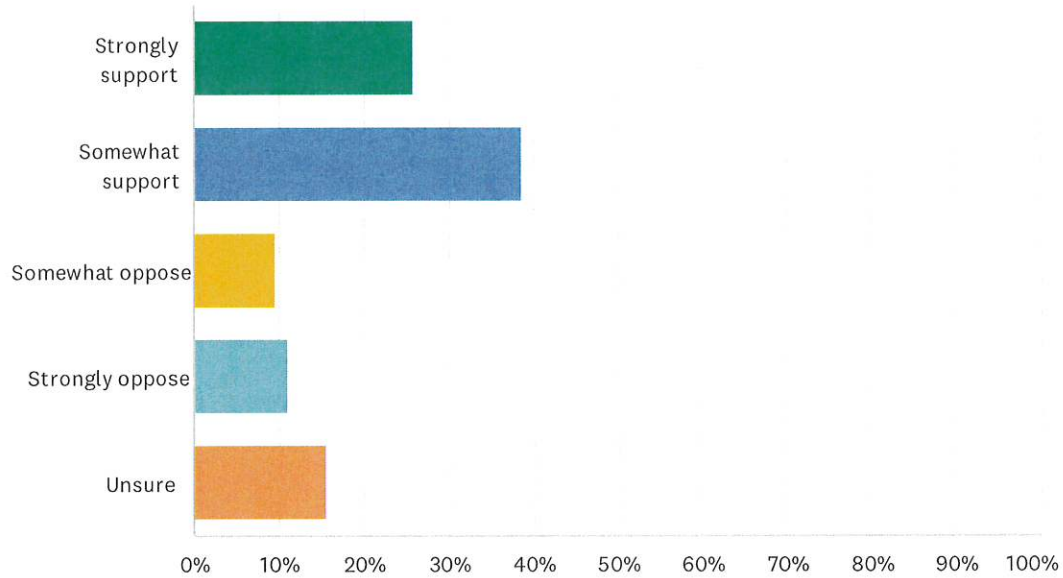
Answered: 351 Skipped: 8



ANSWER CHOICES	RESPONSES	
Strongly support	13.96%	49
Somewhat support	29.63%	104
Somewhat oppose	15.67%	55
Strongly oppose	13.39%	47
Unsure	28.21%	99
Total Respondents: 351		

## Q5 Would you support using ARPA funds to help make the Timothy Frost building usable again?

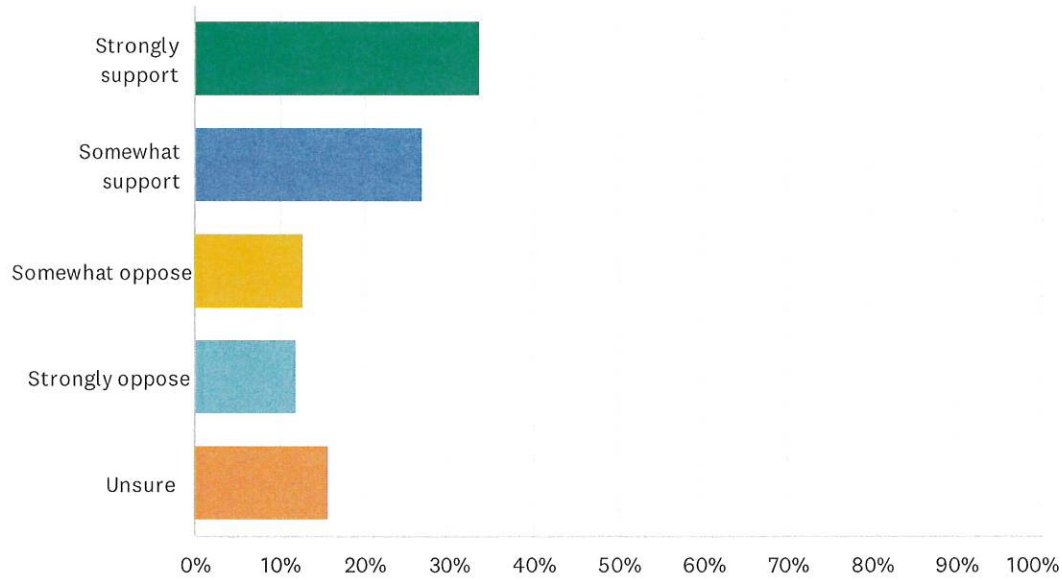
Answered: 352 Skipped: 7



ANSWER CHOICES	RESPONSES	
Strongly support	25.85%	91
Somewhat support	38.64%	136
Somewhat oppose	9.66%	34
Strongly oppose	11.08%	39
Unsure	15.63%	55
Total Respondents: 352		

## Q6 Would you support using ARPA funds to help improve water and sewer in the five villages?

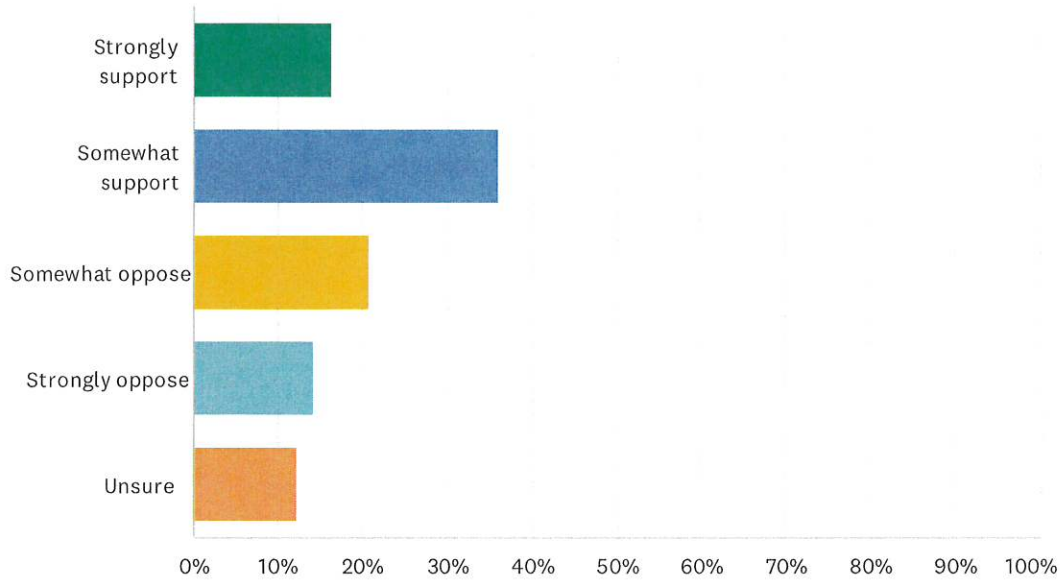
Answered: 354 Skipped: 5



ANSWER CHOICES	RESPONSES	
Strongly support	33.62%	119
Somewhat support	26.84%	95
Somewhat oppose	12.71%	45
Strongly oppose	11.86%	42
Unsure	15.82%	56
Total Respondents: 354		

## Q7 Would you support using ARPA funds to increase cybersecurity and make IT and hybrid meeting equipment upgrades at Town Hall?

Answered: 355 Skipped: 4

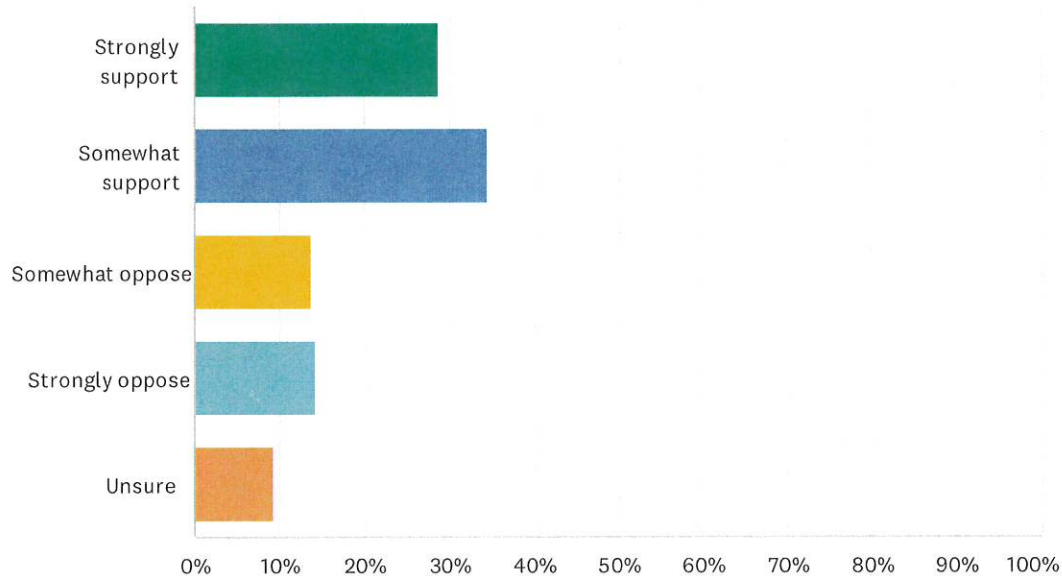


ANSWER CHOICES	RESPONSES	
Strongly support	16.34%	58
Somewhat support	36.06%	128
Somewhat oppose	20.85%	74
Strongly oppose	14.37%	51
Unsure	12.39%	44
Total Respondents: 355		



### Q8 Would you support using ARPA funds to make physical improvements at Treasure Island (such as renovating or building an improved restroom/changing facility, renovating other existing existing buildings, and/or replacing the current playground)?

Answered: 355 Skipped: 4

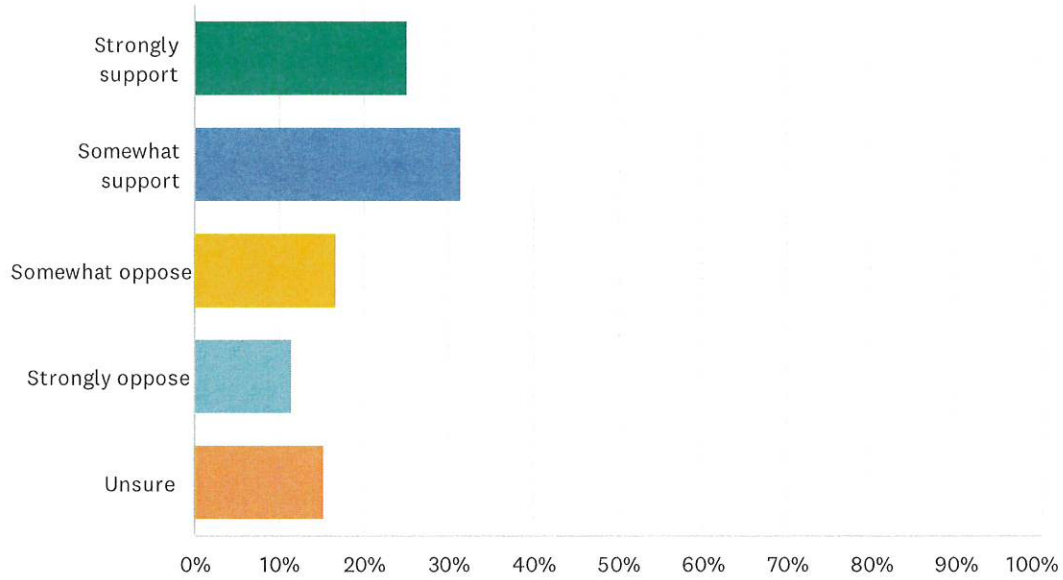


ANSWER CHOICES	RESPONSES	
Strongly support	28.73%	102
Somewhat support	34.65%	123
Somewhat oppose	13.80%	49
Strongly oppose	14.37%	51
Unsure	9.30%	33
Total Respondents: 355		



### Q9 Would you support using ARPA funds to help pay for a road or bridge project in Thetford?

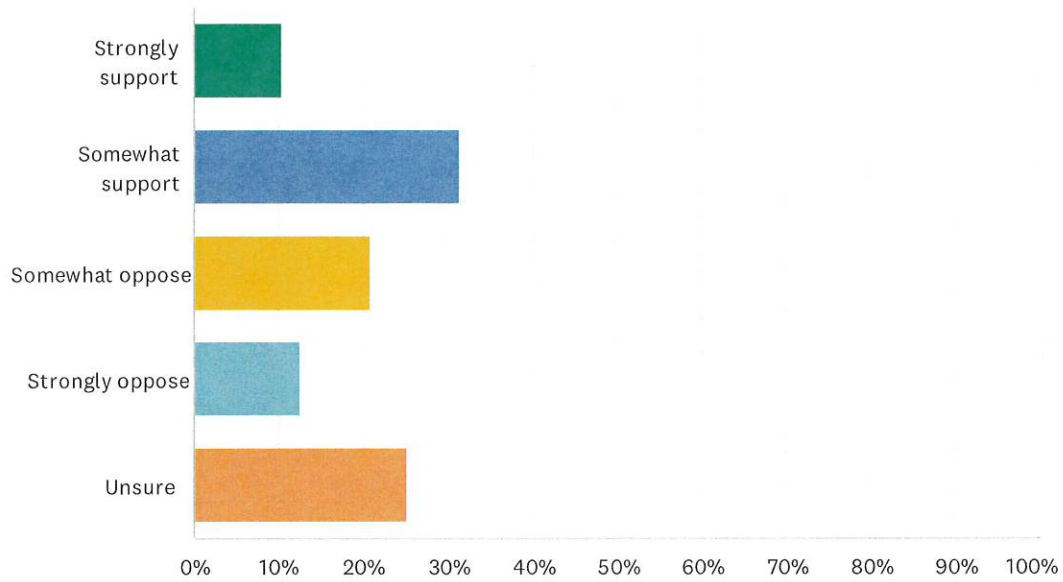
Answered: 354 Skipped: 5



ANSWER CHOICES	RESPONSES	
Strongly support	25.14%	89
Somewhat support	31.64%	112
Somewhat oppose	16.95%	60
Strongly oppose	11.58%	41
Unsure	15.25%	54
Total Respondents: 354		

## Q10 Would you support using ARPA funds to buy capital equipment costing more than \$5000 for the Town?

Answered: 355 Skipped: 4



**ANSWER CHOICES**

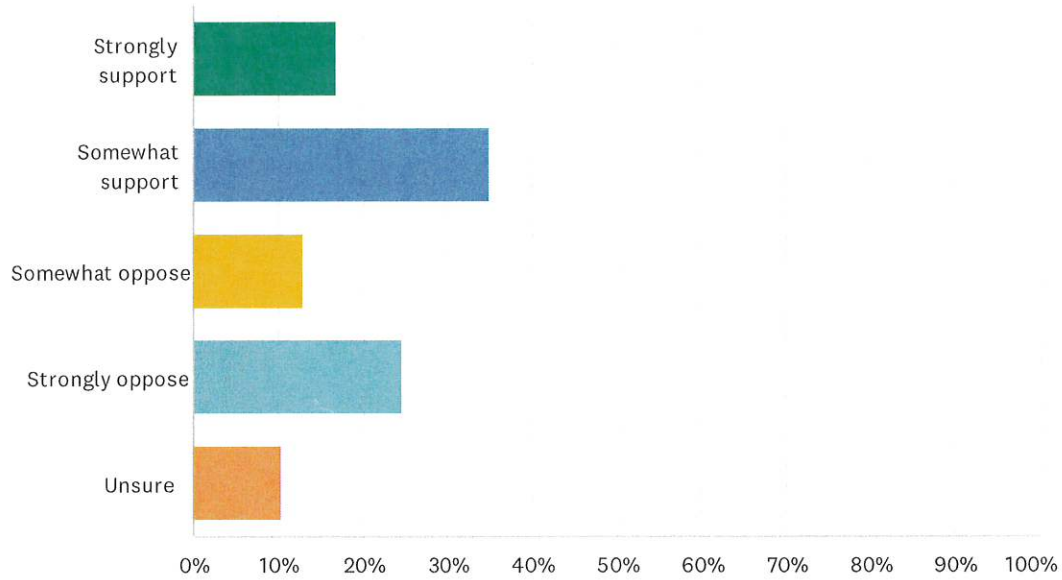
**RESPONSES**

Strongly support	10.42%	37
Somewhat support	31.27%	111
Somewhat oppose	20.85%	74
Strongly oppose	12.68%	45
Unsure	25.07%	89

Total Respondents: 355

### Q11 Would you support using ARPA funds to install EV charging stations in suitable locations in Town?

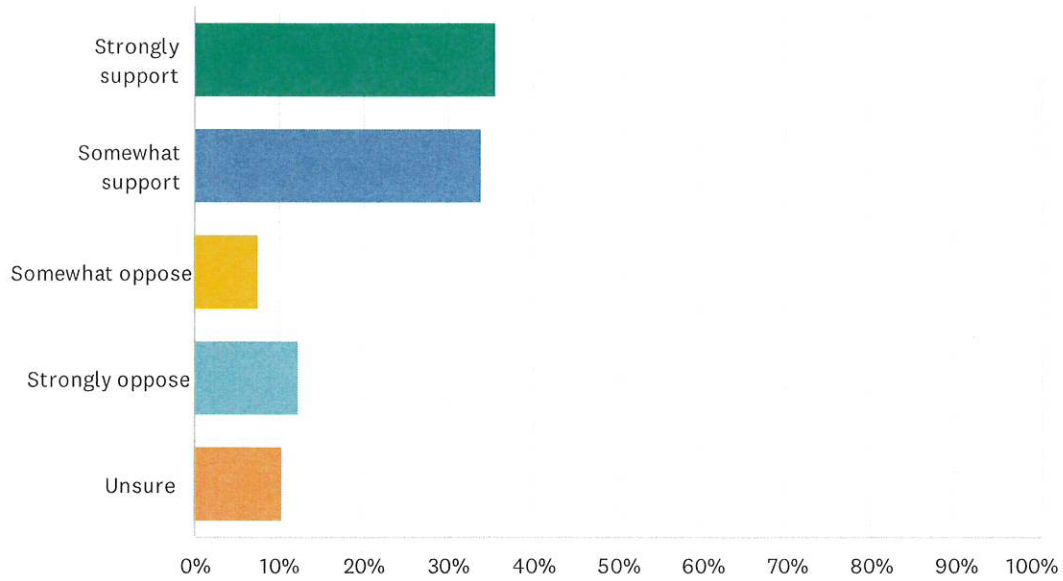
Answered: 354 Skipped: 5



ANSWER CHOICES	RESPONSES	
Strongly support	16.95%	60
Somewhat support	35.03%	124
Somewhat oppose	12.99%	46
Strongly oppose	24.58%	87
Unsure	10.45%	37
Total Respondents: 354		

## Q12 Would you support using ARPA funds to help fund the creation or improvement of riparian buffers along our streams to decrease erosion and pollution run-off while increasing nutrients and wildlife habitat?

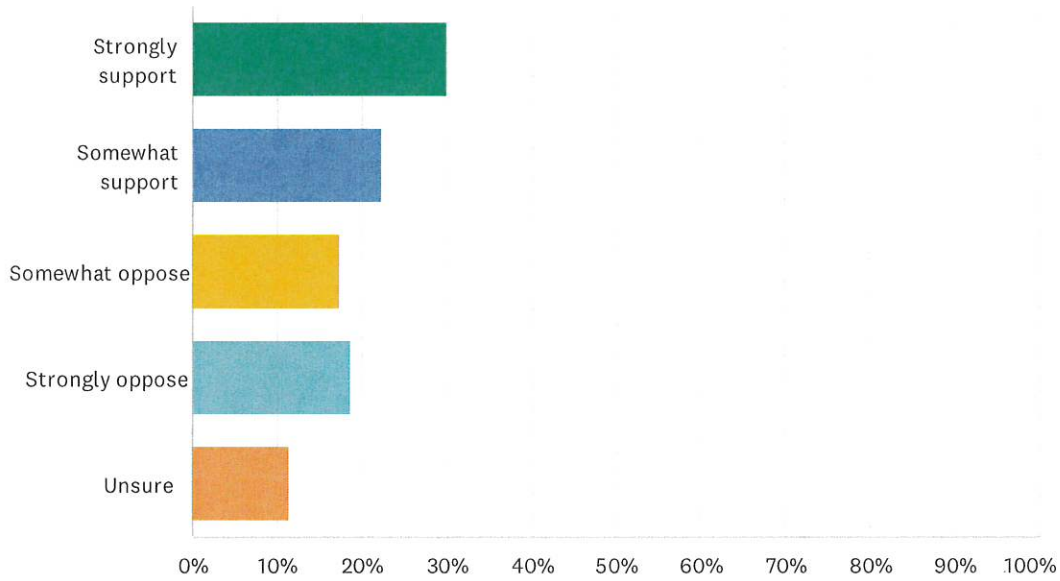
Answered: 356 Skipped: 3



ANSWER CHOICES	RESPONSES	
Strongly support	35.67%	127
Somewhat support	33.99%	121
Somewhat oppose	7.58%	27
Strongly oppose	12.36%	44
Unsure	10.39%	37
Total Respondents: 356		

### Q13 Would you support returning at least 50% of any unexpended ARPA funds to the Town General and Highway funds in equal amounts for FY '23, '24, '25, and '26 to reduce the amount to be raised by taxes?

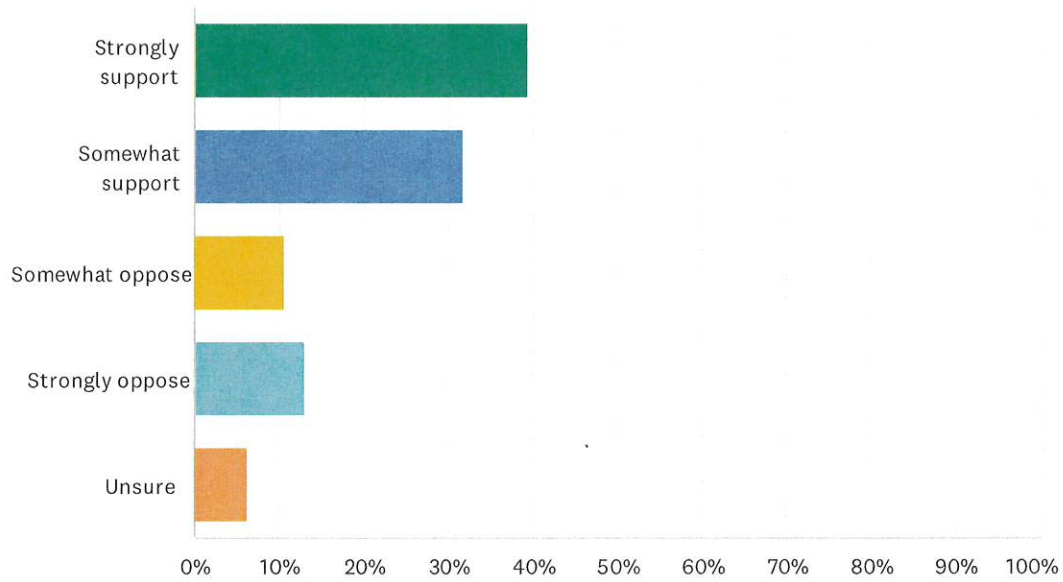
Answered: 356 Skipped: 3



ANSWER CHOICES	RESPONSES	
Strongly support	30.06%	107
Somewhat support	22.47%	80
Somewhat oppose	17.42%	62
Strongly oppose	18.82%	67
Unsure	11.52%	41
Total Respondents: 356		

### Q14 Would you support using ARPA funds to help develop affordable, workforce, and senior housing?

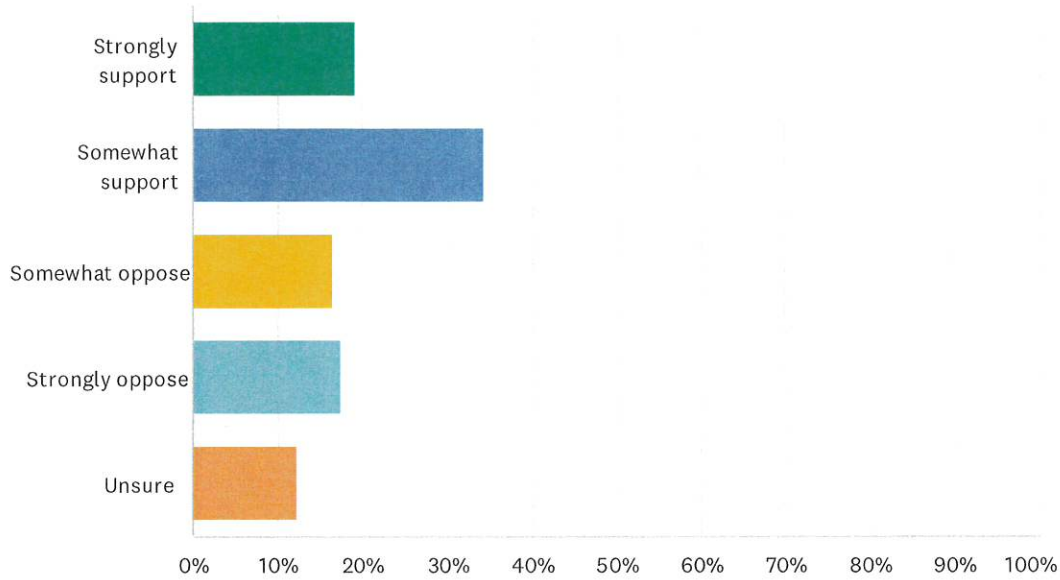
Answered: 355 Skipped: 4



ANSWER CHOICES	RESPONSES	
Strongly support	39.44%	140
Somewhat support	31.83%	113
Somewhat oppose	10.70%	38
Strongly oppose	12.96%	46
Unsure	6.48%	23
Total Respondents: 355		

## Q15 Would you support using ARPA funds to help increase bike and pedestrian safety?

Answered: 355 Skipped: 4

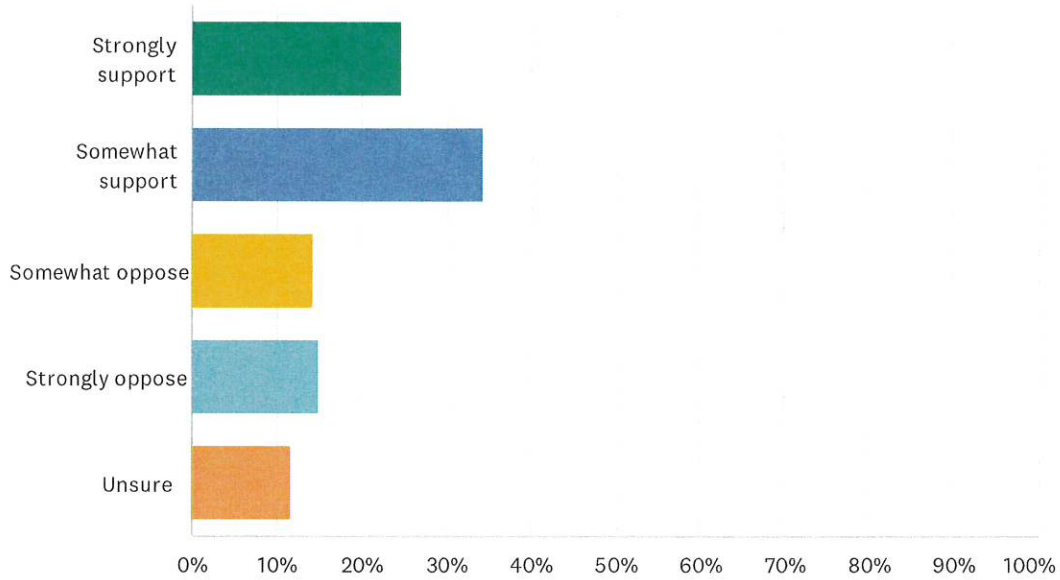


ANSWER CHOICES	RESPONSES	
Strongly support	19.15%	68
Somewhat support	34.37%	122
Somewhat oppose	16.62%	59
Strongly oppose	17.46%	62
Unsure	12.39%	44
Total Respondents: 355		



## Q16 Would you support using ARPA funds to help households connect to the broadband network?

Answered: 355 Skipped: 4

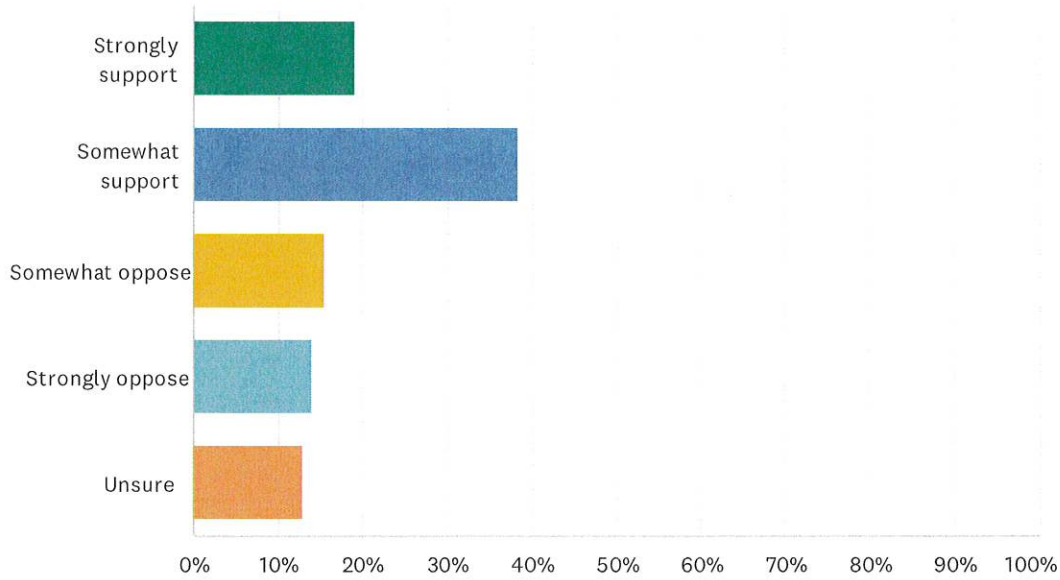


ANSWER CHOICES	RESPONSES	
Strongly support	24.79%	88
Somewhat support	34.37%	122
Somewhat oppose	14.37%	51
Strongly oppose	14.93%	53
Unsure	11.83%	42
Total Respondents: 355		



### Q17 Would you support using ARPA funds to help community organizations pay for specific repairs to buildings used by the community?

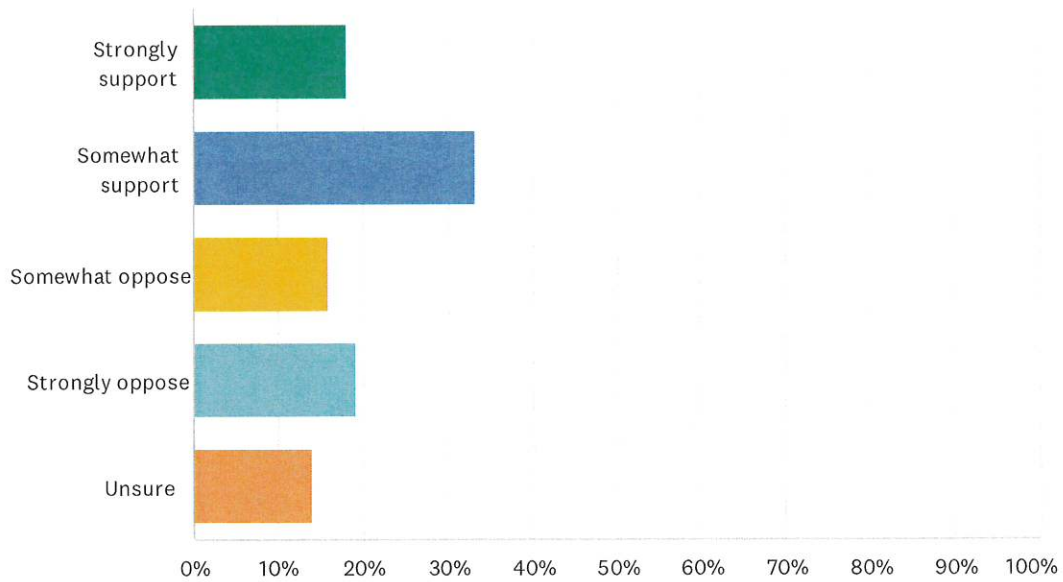
Answered: 355 Skipped: 4



ANSWER CHOICES	RESPONSES	
Strongly support	19.15%	68
Somewhat support	38.31%	136
Somewhat oppose	15.49%	55
Strongly oppose	14.08%	50
Unsure	12.96%	46
Total Respondents: 355		

## Q18 Would you support using ARPA funds to assist child care centers on a one-time basis?

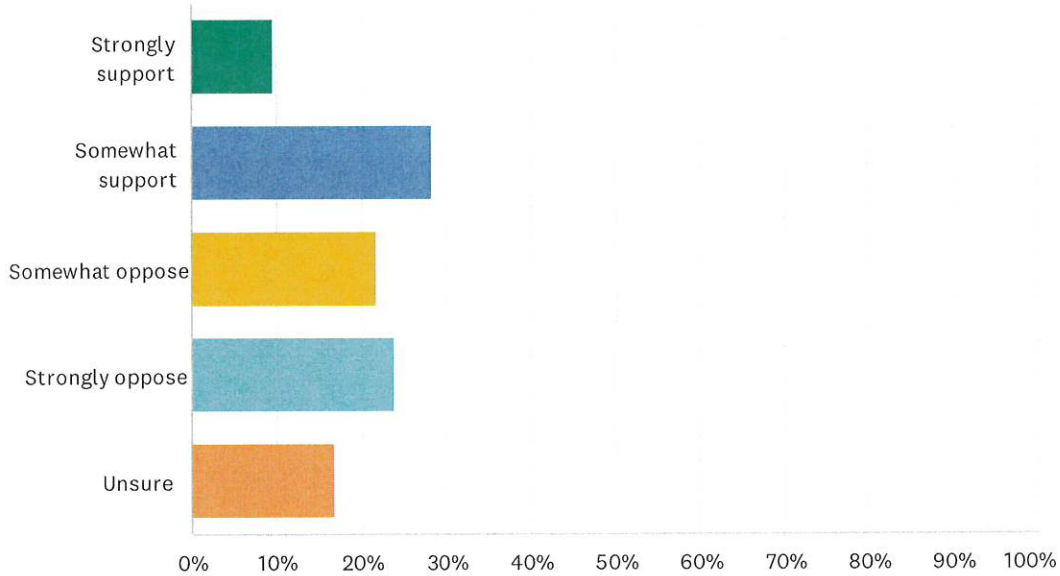
Answered: 355 Skipped: 4



ANSWER CHOICES	RESPONSES	
Strongly support	18.03%	64
Somewhat support	33.24%	118
Somewhat oppose	16.06%	57
Strongly oppose	19.15%	68
Unsure	14.08%	50
Total Respondents: 355		

## Q19 Would you support using ARPA funds to assist other local businesses who were severely impacted by COVID on a one-time basis?

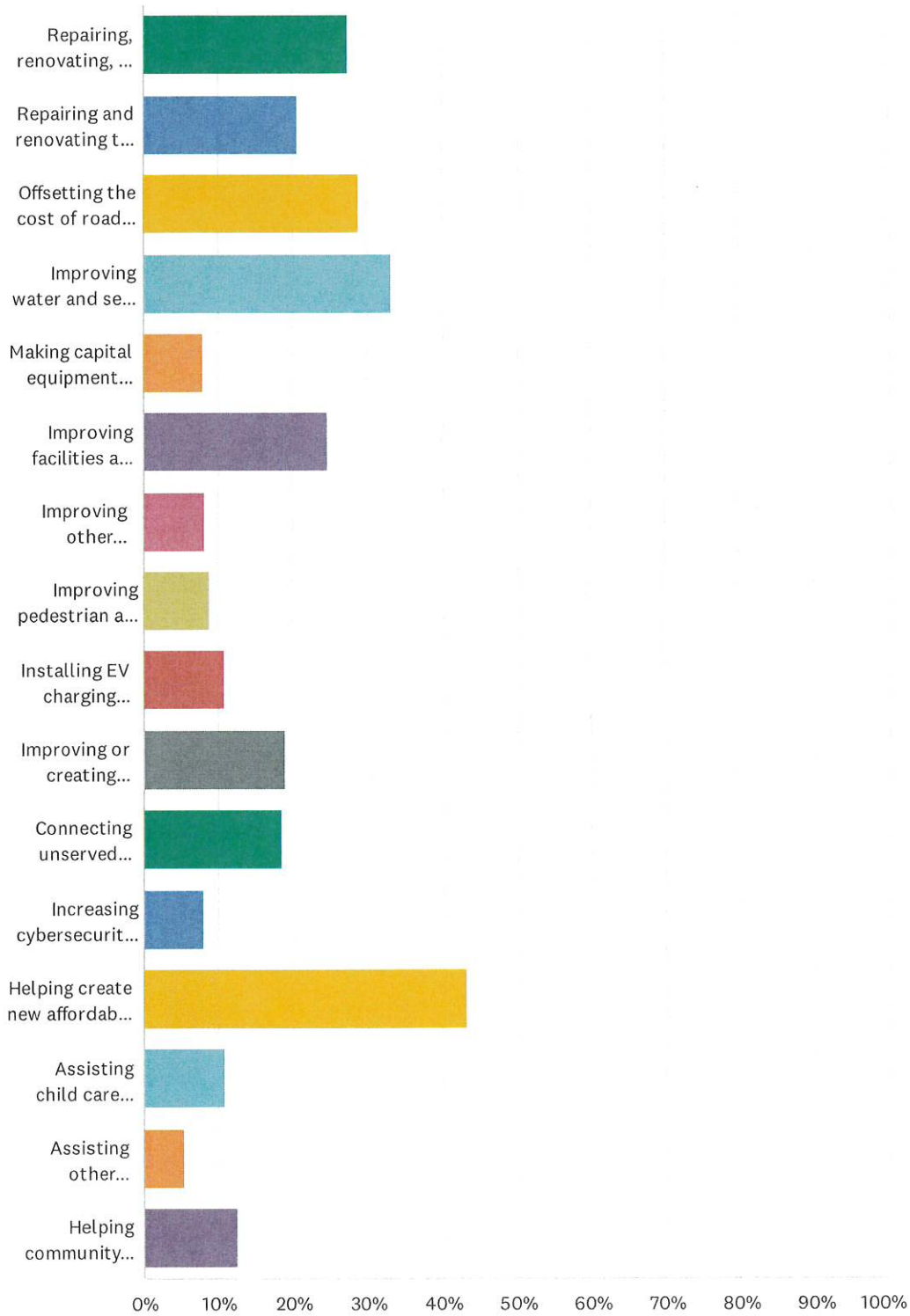
Answered: 355 Skipped: 4



ANSWER CHOICES	RESPONSES	
Strongly support	9.58%	34
Somewhat support	28.45%	101
Somewhat oppose	21.69%	77
Strongly oppose	23.94%	85
Unsure	16.90%	60
Total Respondents: 355		

### Q20 What do you think are the top three categories that Thetford's ARPA funds should be used for? Check ONLY three (3).

Answered: 349 Skipped: 10



<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Repairing, renovating, or replacing the Town Garage.	27.51%	96
Repairing and renovating the Timothy Frost Building so it's usable for community gatherings.	20.63%	72
Offsetting the cost of road or bridge improvements.	28.94%	101
Improving water and sewer in the five villages.	33.24%	116
Making capital equipment purchases for the DPW or Police Dept.	8.02%	28
Improving facilities at Treasure Island.	24.64%	86
Improving other recreational facilities and offerings.	8.31%	29
Improving pedestrian and bicyclist safety.	8.88%	31
Installing EV charging stations.	10.89%	38
Improving or creating riparian buffers.	18.91%	66
Connecting unserved households to broadband.	18.62%	65
Increasing cybersecurity and/or making IT and hybrid meeting equipment upgrades at Town Hall.	8.02%	28
Helping create new affordable, workforce, and senior housing.	43.27%	151
Assisting child care providers on a one-time basis.	10.89%	38
Assisting other businesses severely affected by COVID on a one-time basis.	5.44%	19
Helping community organizations make repairs to buildings used by the community.	12.61%	44
Total Respondents: 349		

## Q21 Comments:

Answered: 120 Skipped: 239



# Town of Thetford Vermont

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**Selectboard Special Meeting \*Draft\* Minutes**  
**Thetford Town Offices**  
**(w/Virtual Attendance Option)**  
Monday, January 23, 2023 7:00 PM

Selectboard members present: Sharon Harkay (Chair), Li Shen (Vice-Chair), Mary Bryant, David Goodrich, Steve Tofel  
Others present: Bryan Gazda (via Zoom), DPW Foreman Dale Lewis (via Zoom)  
Participating community members: Sarah Martell, Joel Teenyanoff, Carole Petrillo, Tammie Hazlett, Carolyn Hack, Garrett Hack

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

**1. Agenda Review**

A possible appointment to the Conservation Commission was added after agenda item #5.

**2. Notes from the Selectboard Chair**

Sharon gave an update on Town Meeting preparations. Two students are scheduled to lead the Pledge of Allegiance, and one student is tentative for singing the National Anthem. Morning refreshments will be provided by Patty McIlvaine’s journalism class. Sharon has not had any luck finding childcare or someone to provide a luncheon. As the meeting will probably not last long, Sharon is wondering if a luncheon is even needed.

**3. Town Manager Report – Bryan Gazda**

**1. Union Village Bridge Update**

Bryan said that before repairs could be completed on the bridge due to damages from last fall, the bridge was hit again by a truck from a local waste management company. The driver knew the truck was too big, but they went through it anyway. The estimate is \$8600.00 in damages. The Town shouldn’t have any out of pocket expenses for this incident once we settle with their insurance company.

**2. Green Mountain Economic Development Corporation Information Meeting on ARPA**

Bryan reported on a meeting he had attended on state level ARPA spending. The individual agencies are handling the funds versus one central office, and this meeting allowed an opportunity to hear about the different programs. Bryan learned about funding that might be available from the state through some of these agencies, such as housing projects, water, and the Timothy Frost building. The HVAC system for Town Hall won’t be eligible for grants as the grants won’t happen until 2024.

Sharon asked if there might be any funding for businesses when the Thetford – Lyme bridge is closed. Bryan said basically there was a direct no, but an indirect maybe. Erica Hoffman Kiess would be the conduit for that situation.

**3. Gravel Road Winter Material Update**

Bryan said there was a change in stone material to something with a little larger and more angular stone, with the intent of mitigating mud season. When the roads started to freeze, the



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1 material no longer sank into the roadbed and that is what has caused the problems. The road crew  
2 has now switched over to sand. Bryan will put a notice out to collect information from residents  
3 who have experienced problems due to the road surface. Bryan apologized for the unintended  
4 circumstances. Bryan did say that the stone material would be able to be used later.  
5 Steve Tofel commented that engineers from CRREL had recommended the material and Bryan  
6 clarified that they hadn't recommended the exact material used, but that we not use such fine  
7 material as had been used.  
8 Dale Lewis said the super grit material will come from Hartford.  
9 Joel Teenyanoff asked if remediation of the roads or removal of the rocks would be done?  
10 Bryan said when the crews plow the rocks will be pushed off to the side. He doesn't anticipate  
11 any more issues with the stones coming up. Bryan added that when he traveled the roads his  
12 biggest concern was stones thrown up on his windshield from a truck passing him at a pretty  
13 good speed.  
14 Carole Petrillo expressed concerns about using this stone during mud season and asked if there  
15 was any guarantee that we aren't going to be faced with flat tires then.  
16 Bryan replied that it would be a different scenario because the rock gets pushed down into the  
17 road. We put down a lot of stone last year.

#### 4. Public Comment

18  
19  
20 No public comment.

#### 5. Possible Appointment to The Housing Committee

21  
22  
23 **Motion** by Steve Tofel to appoint Melissa Krzal to the Housing Committee. VOTE: All in favor.  
24 (5-0-0) **Motion passed.**

25 Sarah Martel, Chair of The Housing Committee, asked about the term length for Melissa's  
26 appointment.

27 **Motion** by Steve Tofel to appoint Melissa Krzal for a 3-year term, ending in 2026. VOTE: All in  
28 favor. (5-0-0) **Motion passed.**

#### 6. Addition: Possible Appointment to the Conservation Commission

29  
30  
31 **Motion** by Sharon Harkay to appoint Donn Downey to fill Jeff Smith's seat until 2026 at which  
32 point, he will need to be reappointed. VOTE: All in favor. (5-0-0) **Motion passed.**

#### 7. Possible Approval of the Writing of a Watershed Grant Application by the Conservation Commission

33  
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36 **Motion** by Li Shen to approve the Conservation Commission writing and submitting a  
37 Watershed Grant Application for continued restoration of, and invasive species control on the  
38 Taylor Flood Plain parcel. VOTE: All in favor. (5-0-0) **Motion passed.**

#### 8. Possible Approval of the Town Meeting Warning

39  
40  
41 Sharon reminded the Selectboard that they had reviewed all the articles at their previous meeting,  
42 except for articles 2 and 3, as the final numbers had not been received from town auditor.  
43 Bryan said the town auditor had come to Town Hall on January 16<sup>th</sup> and worked with Kristie and  
44 Tracy. It was his recommendation to utilize excess money in the General fund to pay off our





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1 local share of the FEMA fund. There was also an excess in the Highway fund, which was given  
2 back to the voters by lowering the rate of the DPW fund.  
3 **Motion** by Mary Bryant to accept the 2023 Town Meeting Warning as presented tonight. VOTE:  
4 All in favor. (5-0-0) **Motion passed.**

5

## 6 **9. Initial Discussion of the ARPA Survey Results**

7 Sharon reviewed process for compiling and sharing the survey results.  
8 There was discussion about whether the survey results are suggestions or whether the  
9 Selectboard is obligated to follow through. In terms of housing, Li Shen pointed out that the  
10 money would not go very far.  
11 Mary Bryant agreed saying \$20,000 could make a big difference in one category, but not be  
12 much in another category. Mary felt this is a one-time chance to improve things and did not think  
13 the money should be used just for repairs or infrastructure. What is the greatest amount we can  
14 do for the money we have?  
15 Bryan said after the workshop today, it may be that state agencies could provide funding for a lot  
16 of the items in the survey. He will take a deeper look at the funding that might be available.  
17 Bryan said the state was looking for rural communities to come up with projects and submit  
18 applications.  
19 Li asked if the state money was competitive, and if so, we wouldn't know that we are going to  
20 get the money.  
21 Bryan said there is an application process, but the money would go a long way for some of these  
22 projects. Potentially there could be money for the town garage and the Timothy Frost building.  
23 Sharon said the Governor's budget plan doesn't give childcare providers money but opens up  
24 more money for the parents who need financial assistance. She noted that it's not ARPA money,  
25 but money in his budget. Hopefully the state will be making it more affordable for the parents.  
26 Li commented that more money to the parents seemed like a funny way to help if the providers  
27 need more space or more funding.  
28 Mary Bryant agreed.  
29 Tammy Hazlett said childcare legislation is on the docket this year and she can get information  
30 to the Selectboard if they would like it.  
31 Sharon said two places where a little money might go a long way is with two organizations that  
32 sent in requests, the Thetford Center Community Association and the Historical Society.  
33 Steve Tofel said that he attended the same state ARPA meeting and June Tierney kept offering  
34 help. He thought if the list was sent to her, she could help prioritize.  
35 Sarah Martel asked if the Selectboard had considered who would manage any projects that will  
36 be funded? It seemed like some really aren't the purview of the town to take on, for example,  
37 should the town be developing housing?  
38 Steve will contact June Tierney and the discussion will be added to a future agenda.

39

## 40 **10. Discussion of Response Letter from TRORC Concerning the Thetford-Lyme** 41 **Bridge**

42 Sharon said there was a response from TRORC to the letter sent asking them to put serious  
43 thought into whether we could encourage the state to build a separate pedestrian/bicycle bridge.



1 They wrote back and did not sound encouraging at all. The Selectboard agreed that it did not  
2 appear to be something they should move forward with.

3

## 4 **11. Follow-Up Discussion of Jackson Brook Road**

5 Bryan said he reached out to the Town Attorney, a local researcher and a local surveyor. The  
6 paralegal from the town attorney's firm would bill at \$90 hour. This individual has a lot of  
7 experience in this field, but would the fact that their office is in Burlington impact the price. A  
8 fair amount of work can be done online, but they might also have to travel to the Town Clerk's  
9 office for research. This option would be something to consider if there are concerns about any  
10 legal issues later.

11 Paul Donahue's rate is \$75 hour. He is a researcher that has done a lot of work in Thetford.  
12 Ethan Gilmore from Holt Gilmore Survey Associates in Woodstock recommended starting with  
13 either the paralegal or a researcher. The surveyor would work from any information either of the  
14 other two had gathered. All the title work gets done prior to the surveyor even going out.  
15 Bryan said he felt it would be better to go with the Town Attorney's office if there is the  
16 potential that we will have to be involved in or have any potential legal challenges. If the  
17 Selectboard does not think that is a concern, go with title searcher.

18 After discussion, the majority of the Selectboard members felt the paralegal should be hired.  
19 Bryan will contact the attorney's office.

20 Carolyn Hack had a statement she wanted to read to the Selectboard. Carolyn said a road could  
21 not be changed unless they have a survey, so they will have to hire a surveyor at some point.  
22 Carolyn's statement acknowledged that the Mani's have a private right-of-way across their land,  
23 but not that the town can legally take our land to extend the Class 4 Road. Carolyn said the town  
24 violated state highway statutes that pertained to the petitioning, notice and hearing. Carolyn said  
25 the Open Meeting Laws were violated because the Selectboard knowingly and intentionally  
26 excluded stakeholders from participating in this process.

27 Garrett Hack said when they have a survey done, they are going to end up going to the 1858  
28 discontinuance, which will tell you that the discontinuance is at the other end of the town on  
29 Colby Road. You need to hire a paralegal to find out if the road was every laid out or ever  
30 surveyed. Garrett said in his research he never found that out, nor did he find anything that said it  
31 was discontinued. Garrett said going back 90 years, as far as he was concerned, the road never  
32 changed, and the town has done zero maintenance on it. Garrett said the Selectboard needs to  
33 nullify their previous vote.

34 Sharon said they have just asked Bryan to hire the paralegal from the Town Attorney's office to  
35 do the title search.

36 Garrett said this has nothing to do with titles, it has to do with roads.

37 Sharon said her intent is not to argue but what she doesn't understand is that we keep saying that  
38 we may have made a mistake and have been figuring out how to go forward to find out if we did  
39 or didn't make a mistake. We are acting in good faith; we are spending town money to figure it  
40 out and every time you come here and accuse us of willfully doing something wrong it does  
41 nothing to advance the problem.

42 Carolyn said the Vermont state road statutes are clear of the process you must go through. This  
43 town did not follow that process by any measure.



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1 The discussion went back and forth concerning the process and whether a mistake had been  
2 made.  
3 Carolyn said she acknowledged that it's not the board's fault, as they are citizens who are trying  
4 to do good and she appreciates that, but our town manager should have known the process.  
5 Somebody should have looked at the process before heading into this.  
6 Mary Bryant said they would be happy to take a change in that vote, when we find out the facts,  
7 whatever they are.  
8 Carolyn said she feels completely disrespected by this town because that legal process was not  
9 followed.  
10 Mary apologized. If we missed something, we didn't know it. We are all learning, and she is  
11 sorry that Carolyn feels that way. We are really trying to look for exactly the best, most  
12 straightforward honest path that we can.  
13 Garrett wanted to add that he did a lot of research and he knows where to start, and it's going to  
14 be a waste of money to hire this person. Mary said that they have to do this. Garrett said that the  
15 burden is on you to prove that this road exists. He added that he also feels totally disrespected.  
16 Sharon said they acted on the information they were given and we have said repeatedly that we  
17 are willing to say we may have made a mistake and now we are trying to rectify it.  
18 There was more discussion about nullifying the vote, violating the Open Meeting Laws, why the  
19 town would even do this and what the next steps are.  
20 Sharon ended the discussion.

## 12. Warrants and Minutes

23	#1.1	\$194.00
24	#1.2	\$39,635.32
25	#1.3	\$29,680.94
26	#1.4	\$23,716.42
27	#2.1	\$108,905.11

28  
29 **Motion** by David Goodrich to accept the warrants as presented. VOTE: All in favor. (5-0-0)  
30 **Motion passed.**  
31 **Motion** by Sharon Harkay to approve the Selectboard special meeting minutes of January 9<sup>th</sup>,  
32 2023 as amended. VOTE: All in favor. (5-0-0) **Motion passed.**

## 13. Adjourn

33  
34  
35 **Motion** by Steve Tofel to adjourn the Selectboard meeting at 8:37 PM. VOTE: All in favor. (5-  
36 0-0) **Motion passed.**  
37