



# 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 Special Meeting \*Draft\* Agenda**  
**Candidate Forum and Pre-Town Meeting Informational Hearing**  
**Thetford Town Offices**  
(w/Virtual Attendance Option)  
Monday, February 27<sup>th</sup>, 2023 6:30 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

6:30 PM – Call to Order of Special Selectboard Meeting

1. Agenda Review
2. Notes from the Selectboard Chair
3. Town Manager Report
4. Public Comment
5. Anticipated Adoption of the Interim Municipal Bylaw Amendments
6. Posting of Roads – Town Highway Road List for Weight Limits Effective March 1<sup>st</sup>, 2023, through May 15<sup>th</sup>, 2023
7. Warrants and Minutes
8. Adjourn the Special Selectboard Meeting

7:00 PM – Call to Order of Candidate Forum and Pre-Town Meeting Informational Hearing

7:30 PM – Pre-Town Meeting Informational Hearing

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 **or a business**, and has facilities and provisions for independent living, including sleeping, food preparation and sanitation.

# TOWN OF THETFORD

# 6

## POSTING OF ROADS

In order to prevent the abuse of town highways, the Town has posted special weight limits in effect from March 1<sup>st</sup>, 2023, to May 15<sup>th</sup>, 2023(or until posting signs are removed) as follows:

Town Highways (Classes 2,3, and 4)	
Two-axle trucks	15,000 lbs.
Three-axle trucks	18,000 lbs.
Tractor-trailer Unit	20,000 lbs.

In the Town of Thetford these restrictions shall apply to the following roads:

Academy Road	Godfrey Road	Poor Farm Road North
Amasa Bond Road	Gove Hill Road	Poor Farm Road South
Apple Tree Road	Hauger Road	Potato Hill Road North
Asa Burton Road	Houghton Hill Road	Potato Hill Road South
Barker Road	Ilisley Road	Quail John Road
Berger Road	Jackson Brook Road	Quinibeck Road
Bridge Road	Judd Road	Rabbit Road
Burnham Road	Lakeshore Road	Robinson Hill Road
Buzzle Bridge Road	Latham Road	Sanborn Road
Cadwell Road	Library Road	Sawnee Bean Road
Campbell Flats Road	Lower Bailey Road	Schoolhouse Hill Road
Cider Mill Road	Lower Cream Street	Stevens Road
Clay Road	Main Street	Stowell Road
Cobble Hill Road	Miller Pond Road	Tefft Road
Colby Road North	Mud Pond Road	Turnpike Road North
Colby Road South	New Boston Road	Turnpike Road South
Cranberry Hill Road	Norford Lake Road	Ulman Road
Cream Street	Old Stone Road	Upper Bailey Road
Cross Street	Old Strong Road	Van Norden Road
Ely Road	Pavilion Road	Vaughan Farms Road
Evans Road	Pero Hill Road	West Fairlee Road
Five Corners Road	Phelps Road	Whippoorwill Road
Garey Road	Picknell Road	

**So ordered by the Town of Thetford Selectboard on February 27, 2023.  
Bryan Gazda, Town Manager/Road Commissioner**



# Town of Thetford Vermont

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## Selectboard Regular Meeting \*Draft\* Minutes

### Thetford Town Offices

(w/Virtual Attendance Option)

Monday, February 6<sup>th</sup>, 2023 7:00 PM

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Selectboard members present: Sharon Harkay (Chair), Li Shen (Vice-Chair, via Zoom), Mary Bryant, David Goodrich, Steve Tofel  
Others present: Town Manager Bryan Gazda, Town Clerk/Treasurer Tracy Borst via Zoom, Selectboard Assistant Martie Betts, Planning Commission Chair David Forbes via Zoom, Development Review Board Chair Tim Taylor via Zoom  
Contributing community members; Max Van Pelt

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

### 1. Agenda Review

No changes to agenda.

### 2. Notes from the Selectboard Chair

Sharon said they are still gearing up for Town Meeting. The Selectboard will be proofing the Town Report tonight, and it will be mailed to residents in mid-February.  
Sharon reminded the Selectboard that their next meeting will be on February 27<sup>th</sup>, which is in 3 weeks. There will be a brief Selectboard meeting at 6:30, followed by the Candidates Forum at 7:00, and then the information session at 7:30.  
Sharon wanted to note the passing of Claude Thurston Sr., who was our road commissioner for 17 years, and a founding member of the Upper Valley Fish & Game Club. Claude also called square dances at some of the Old Home Day celebrations in Thetford Center. Sharon expressed condolences to his wife, children and their families, and his sisters.  
Sharon said that with regret, the Town Manager, Bryan Gazda, has given his notice and will be leaving at the end of April 2023. Bryan will be transitioning to a new job serving as the Director of Public Works in Hartford.

### 3. Town Manager Report – Bryan Gazda

Bryan started by saying his decision to leave was a tough one, and he will have very fond memories of his time in Thetford.

- **Update on Tire Damage from Gravel Roads**

Eighteen individuals have provided Bryan with information about either repairs or replacement of tires with a total of around \$4500. Bryan will continue to look into the situation.

- **Thetford – Lyme Bridge Construction Update**

Bryan spoke with Jeff Potter and the start date for work on the bridge is April 1<sup>st</sup>, 2023, at the earliest.

- **Other**

Bryan said there are 2 Requests for Proposal out: one for a consultant for the town-wide reappraisal and one for the Emergency Management Local Update. The amount will not require selectboard approval.

### 4. Public Comment

No public comment.



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## 5. Public Hearing for Interim Municipal Bylaw Amendments

David Forbes, Chair for the Planning Commission, reviewed the amendment documents. David said if there are no changes proposed, he would recommend that the Selectboard schedule a vote for their next meeting.

Tracy Borst asked what this will change in a residential neighborhood. She asked if permits will be approved by the Zoning Administrator instead of having a hearing, and will it be limited to no more than 2 structures on a parcel. David confirmed and said the intention is to eliminate a great deal of standards that are outdated. This will allow much greater flexibility for building Accessory Dwelling Units (ADU's). David said under the State standards, the maximum number of structures on a single lot is 2, one principle and one accessory or a second unit dwelling.

Max Van Pelt expressed concerns about the section that states an ADU should not exceed 30% or 900 square feet of the main structure, whichever is greater. Max wants to build an ADU on his property first and live in it while building their actual house. An ADU that would be large enough for them to be comfortable would require building a house larger than they want.

Tim Taylor said that Max apparently found the potential weak spot in the amendment, and there is room for improvement. There are two years to make the amendment better.

There was continuing discussion about the language around the size of an ADU.

David Forbes and Tim Taylor will look into the problem.

David Goodrich noted that he did not see the changes discussed previously about allowing a single-family structure having an apartment.

David said that was an oversight and he will add it in.

There was confusion about the version of the amendment that the Selectboard had, versus the updated draft David was referring to. David will get the updated draft to the Selectboard for their meeting on the 27<sup>th</sup>.

Sharon closed the hearing.

## 6. Approval of Town Report

**Motion** by Sharon Harkay to approve the Town Report, as edited. VOTE: All in favor (5-0-0) **Motion passed.**

## 7. Plans for Presentation of Articles at Town Meeting

The Selectboard reviewed the articles and determined who would answer questions for each one. If someone from one of the Social Services are at the meeting, they will be invited to speak to the questions. Deecie Dennison, the Town Moderator, will set up a meeting with Martie, Tracy, and Sharon to review the Town Meeting process.

## 8. Review of and Decision for Civic Pride Award

The Selectboard discussed the nominations, which were numbered for confidentiality. The Selectboard made the decision to offer the award to 2 of the nominees again this year.

## 9. Approval of 2 Electronic Locations for Posting of Official Notices per H.42

**Motion** by David Goodrich to have the 2 official electronic posting locations be the Town Website and the local Thetford Listserv. VOTE: All in favor (5-0-0) **Motion passed.**



# Town of Thetford Vermont

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1       **10. Discussion on Changing the Treasure Island Exploratory Committee from Yearly**  
2       **Appointment to Permanent Committee**

3 Sharon said the committee was set up a few years ago to be a temporary committee to explore certain  
4 facets of treasure Island. The committee has been working hard over the last 2 years and would like to be  
5 a permanent town committee. The following questions came up; the number of committee members and  
6 length of terms, how the terms would be staggered, the charge of the committee, and should non-residents  
7 be allowed on the committee.

8 Sharon will contact VLCT, and the discussion will continue at a future meeting.  
9

10       **11. Continued Discussion of ARPA Funding**

11 Steve Tofel had contacted the state with questions and the Selectboard discussed the responses.

12 Sharon noticed that Sarah Wraight kept stressing that we should use the ARPA money to pay off some of  
13 our highway budget, and our general fund which would then create a surplus in those areas. That surplus  
14 would then not have restrictions from the federal government.

15 There was discussion about the idea.

16 Steve said there are items on the survey that have a tremendous amount of federal and state money  
17 available in the form of grants. Can we stretch our ARPA funds further by doing our engineering studies  
18 to be ready for the grants.

19 Bryan said you don't need to get detail specific, as you don't know what those projects will be. You can  
20 allocate the funding for potential future projects.

21 There was discussion about the time limits for allocating the money and spending the money.

22 David Goodrich said it seems like the option Sarah suggested would give a lot more flexibility and seems  
23 like the smart approach to take.

24 Bryan said this will need to be part of the budget process. Bryan suggested that he follow up with Sarah  
25 about the idea.

26 Tracy Borst agreed that we should double check, but in previous years when there was a surplus, the  
27 money went into a fund.

28 Martie Betts asked why the water co-ops, which are private entities, would be considered for ARPA funds  
29 if other private entities aren't, especially if there are state and federal funds available for water projects.

30 Li Shen and Mary Bryant said water and sewer systems are critical for housing and potential  
31 development.

32 Sharon also had concerns about spending ARPA funds on water and housing because of other funding  
33 available for those things.

34 Bryan will contact Sarah and the discussion will continue.  
35

36       **12. Warrants and Minutes**

37 PR#3 Payroll reviewed.

38 #2.2 \$14,968.65

39 #2.4 \$23,409.40

40 #3.1 \$150.00

41 #4.1 \$42,429.82

42 #2.3 \$50,872.54

43 #5.1 \$4696.03

44 #3.2 \$14,461.35

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

46  
47 **Motion** by David Goodrich to accept the Selectboard meeting minutes of January 23, 2023, as edited.  
48 VOTE: All in favor (5-0-0) **Motion passed.**





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**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)**

**Motion** by Sharon Harkay to enter into Executive Session at 9:16 PM per 1 V.S.A. §313(a)(3) and 1 V.S.A. §313(a)(1) and to invite the Town Manager Bryan Gazda to join. VOTE by roll call: Li Shen – in favor, Mary Bryant – in favor, Steve Tofel – in favor, David Goodrich – in favor, Sharon Harkay – in favor. **Motion passed.**

**Motion** by Sharon Harkay at 10:01 PM to exit Executive Session and resume the Selectboard meeting. VOTE: All in Favor (5-0-0) **Motion passed.**  
No action taken.

**14. Adjourn**

**Motion** by Steve Tofel at 10:02 PM to adjourn the Selectboard meeting. VOTE: All in Favor (5-0-0) **Motion passed.**



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## Selectboard Special Meeting \*Draft\* Minutes Thetford Town Offices

Monday, February 13<sup>th</sup>, 2023 7:00 PM

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

Sharon Harkay called the meeting to order at 7:03 PM.

**Motion** by Sharon Harkay to enter Executive Session per 24 VSA §313 (a)(3), to discuss the employment of a public officer or employee. VOTE: All in favor (5-0-0) **Motion passed.**

**Motion** by Sharon Harkay at 8:02 PM to exit Executive Session. VOTE: All in favor (5-0-0) **Motion passed.**

**Motion** by Sharon Harkay to hire MRI Inc. to assist the Selectboard with the search for a new Town Manager, subject to approval of MRI's contract. VOTE: All in favor (5-0-0) **Motion passed.**

**Motion** by Steve Tofel at 8:03 PM to adjourn the meeting. VOTE: All in favor (5-0-0) **Motion passed.**



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## Selectboard Special Meeting \*Draft\* Minutes

### Thetford Town Offices

(w/Virtual Attendance Option)

Monday, February 20<sup>th</sup>, 2023 7:15 PM

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

Sharon Harkay called the meeting to order at 7:25 PM.

Motion by Sharon Harkay to find that premature public disclosure of a contract would place the town at a substantial disadvantage, per 1 V.S.A. § 313(a)(1). Motion passed unanimously.

Motion by Sharon Harkay to enter Executive Session to Discuss Contract Negotiations per 1 V.S.A. § 313(a)(1). Motion passed unanimously.

Motion by Sharon Harkay at 8:10 PM to leave Executive Session. Motion passed unanimously.

Motion by David Goodrich that the Selectboard accept and agree to the professional services contract/agreement with MRI, to authorize the Chair to sign the agreement, and that the Selectboard authorize the Chair and Vice-Chair to approve the advertising copy. Motion passed unanimously.

Motion by Steve Tofel to adjourn the Special Selectboard meeting at 8:12 PM. Motion passed unanimously.

Packet Information  
For  
Pre-Town Meeting  
Informational  
Hearing

# TOWN OF THETFORD BUDGET REPORT

## Fiscal year 2023

The Selectboard is presenting a total budget the amount of \$3,821,104. The amount of property taxes to be raised will be \$3,154,248, a 2.36% increase, and non-property tax revenue will be \$666,856, a 14.53% increase from the 2022 budget. Please see below for an overview of the budget.

### General Fund

#### Revenue

- Funds to be raised by property taxes \$1,327,318, a 1.04% decrease from 2022.
- Funds to be raised by non-property taxes, \$438,956, a 10.33% increase from 2022.

#### Expenses

- Total expenses of \$1,766,274, a 1.56% increase from 2022.

### Department of Public Works

- Funds to be raised by property taxes \$1,309,235, a 4.54% increase from 2022.
- Funds to be raised by non-property taxes \$167,900, a 24.93% increase from 2022.
- Surplus funds to be used \$60,000, a 20% increase from 2022.

#### Expenses

- Total expenses of \$1,537,135, a 6.99% increase from 2022.

### Additional Appropriations – Warned Articles

- Thetford Library Federation \$130,000, a 11.89% increase from 2022.
- Thetford Volunteer Fire Depart. \$327,441, a 3.43% increase from 2022.
- Lake Fairlee Association \$5,250, level funded from 2022.
- Social Service Organizations \$44,504, a 12.66% increase from 2022.

Please see the Estimated Tax Rate and Budget Summaries for additional details regarding the breakdown of revenues and expenses and the impact on the estimated tax rate.

### General Fund

At the closing of 2022, the General Fund has an estimated fund balance of \$450,000, a projected increase of \$217,000 from the 2021 audited fund balance of \$233,000. The fund balance is now at 25.48% of the total 2023 General Fund expenditures. To bring the fund balance in line with the established 12-15% fund balance ratio, it is anticipated the excess funds will be utilized to pay for the town's local share of \$202,000 associated with the road damage from the 2017 storm.

Overall, the General Fund had a slight decrease of \$13,930 or -1.04% from 2022, which can be contributed to the estimated increase of \$41,400 in non-property tax revenues.

Cost of living adjustment (COLA) for wages was targeted at 2.75% for the majority of staff based on the 5-year average for New England Consumer Price Index (CPI) of 3.12%. For more information on wage increases, see each department's increase by position.

In addition, health insurance premiums increased dramatically with an average increase of between 9-20% from 2022.

### **Department of Public Works Fund**

At the closing of 2022, the Department of Public Works Fund has an estimated fund balance of \$456,00, an increase of \$60,000 from the 2021 audited fund balance of \$392,006. The 2023 budget includes the 2022 fund balance surplus of \$60,000 to offset expenditures, which will keep the fund balance at its current amount or 29.53% of 2023 expenditures. Though the percentage is high, it is anticipated that \$100,000 of fund balance could be reallocated to capital improvement funds for future road, culvert, and bridge projects.

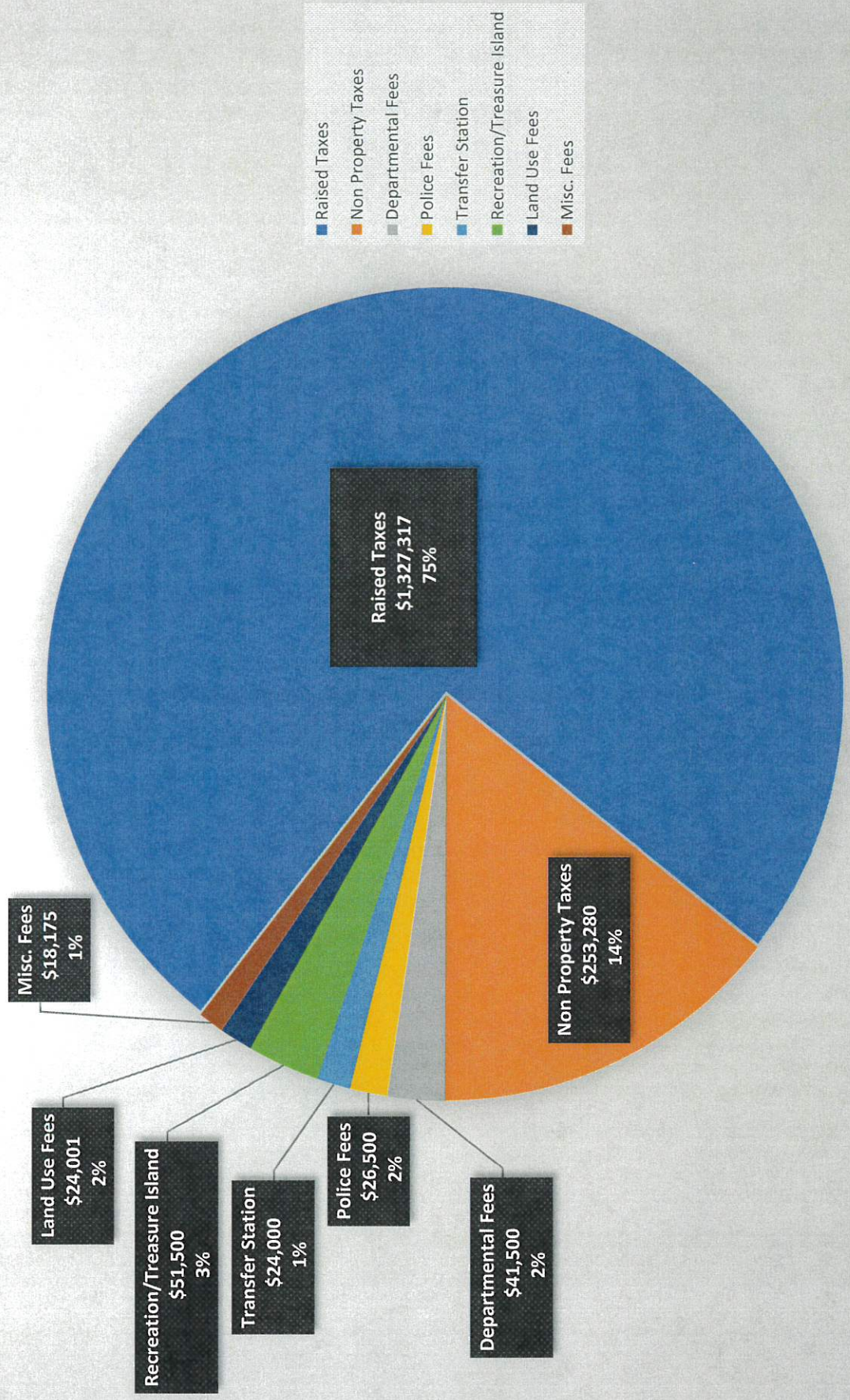
The estimated increase of \$33,000 or 24.93% in revenues is reflective of an increase in our annual Agency of Transportation (VTrans) allocation for general road maintenance and the inclusion of our annual allocation for Grant in Aid for culvert and ditching projects.

The \$100,372 or 6.99% increase in expenditures is based primarily on the final incremental increase of \$68,560 for the Route 132 bond payment. Going forward, the annual bond payment will level off for the remainder of the bond term. The budget also maintains staffing level for the department at five, with one road foreman and four road crew members. Per the collective bargaining agreement between the Town and the Union, the COLA increase based on the New England CPI is 2.75%. Health insurance premiums and the cost of fuel are other factors that also contributed to the increase in expenditures.

### **Summary**

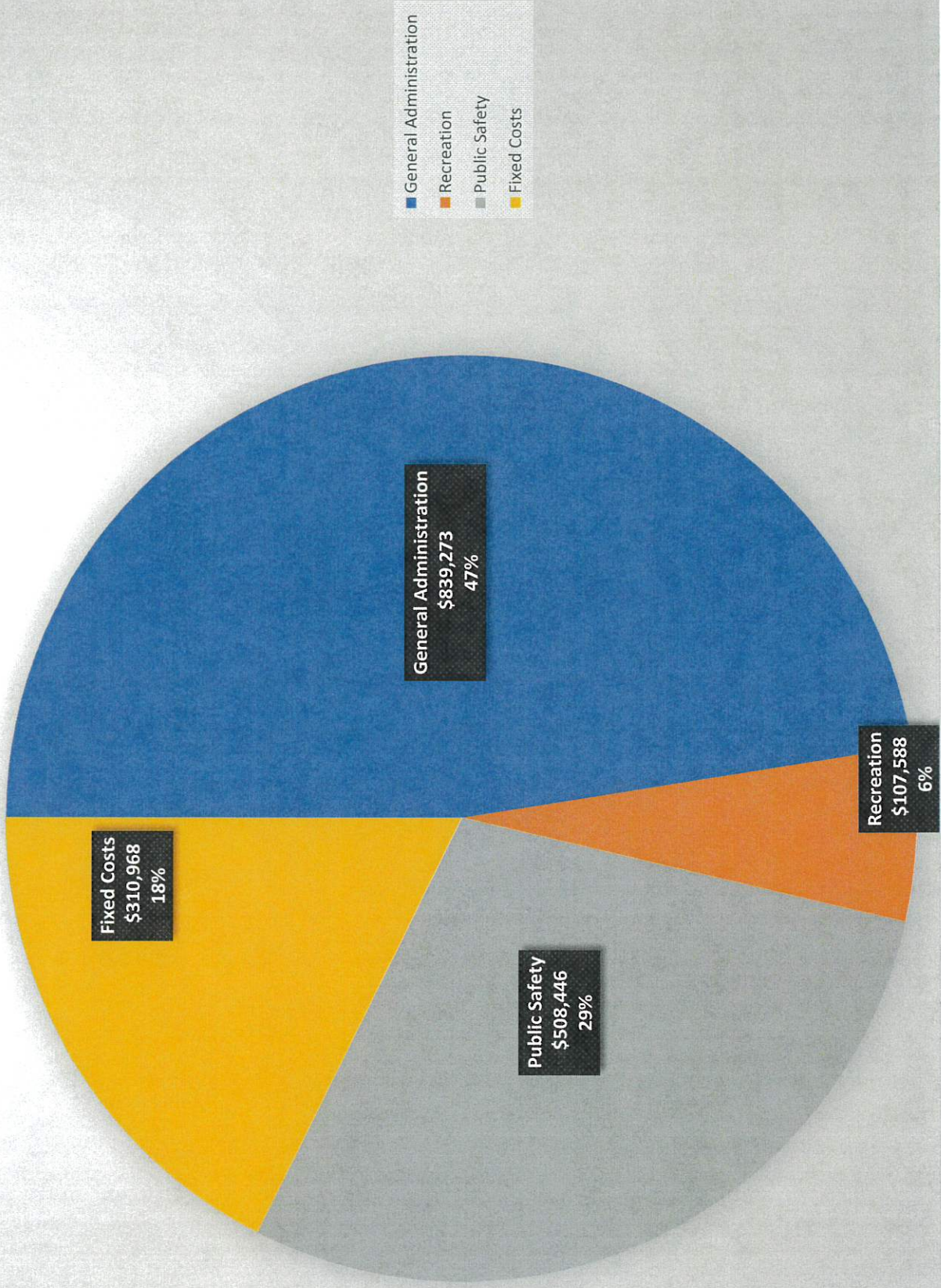
Overall, the 2023 budget is financially sound and continues to fund the same level of governmental services while minimizing the current high inflationary costs for goods and services used by town departments.

# 2023 GENERAL FUND REVENUES



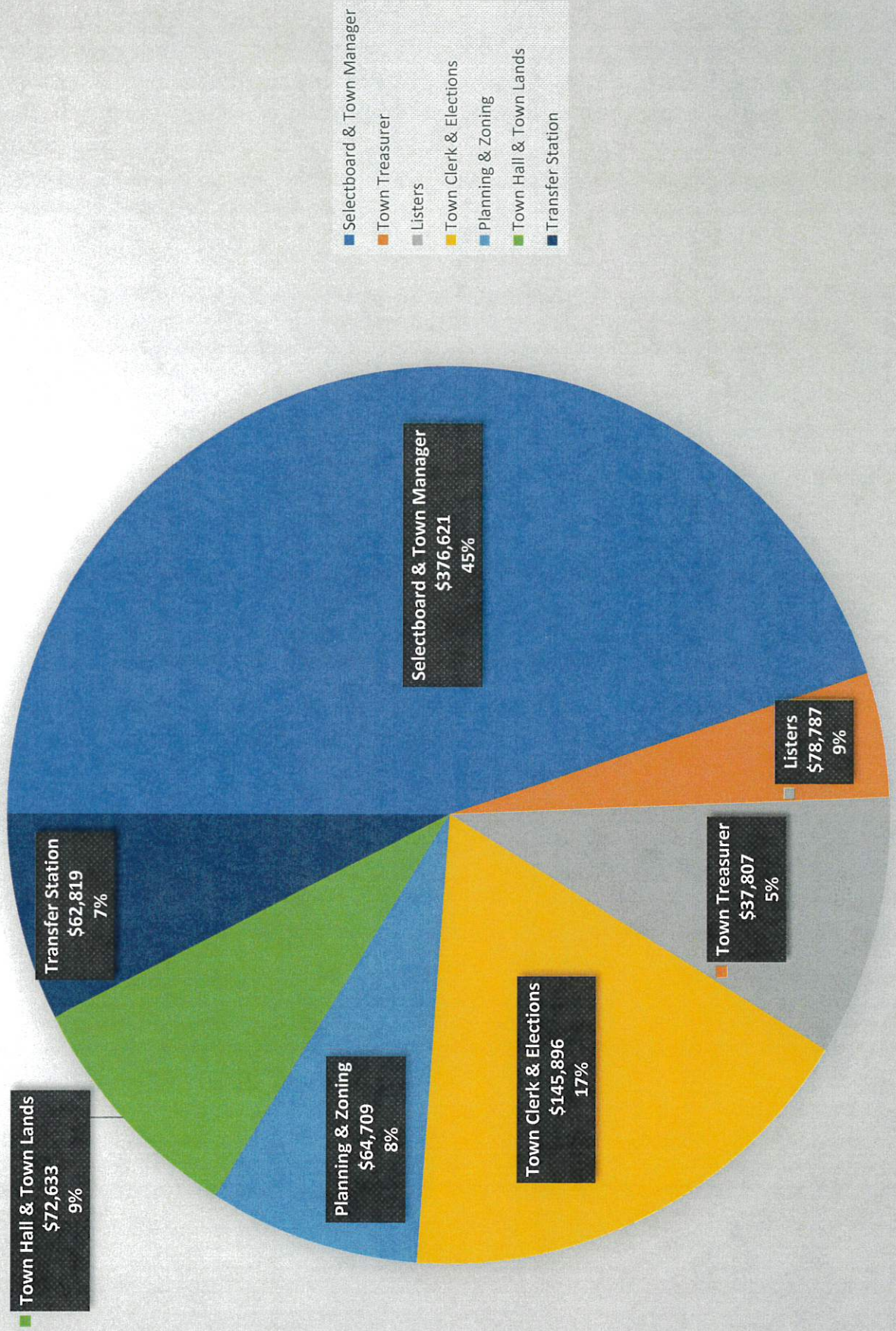
- Raised Taxes
- Non Property Taxes
- Departmental Fees
- Police Fees
- Transfer Station
- Recreation/Treasure Island
- Land Use Fees
- Misc. Fees

# 2023 GENERAL FUND EXPENSES



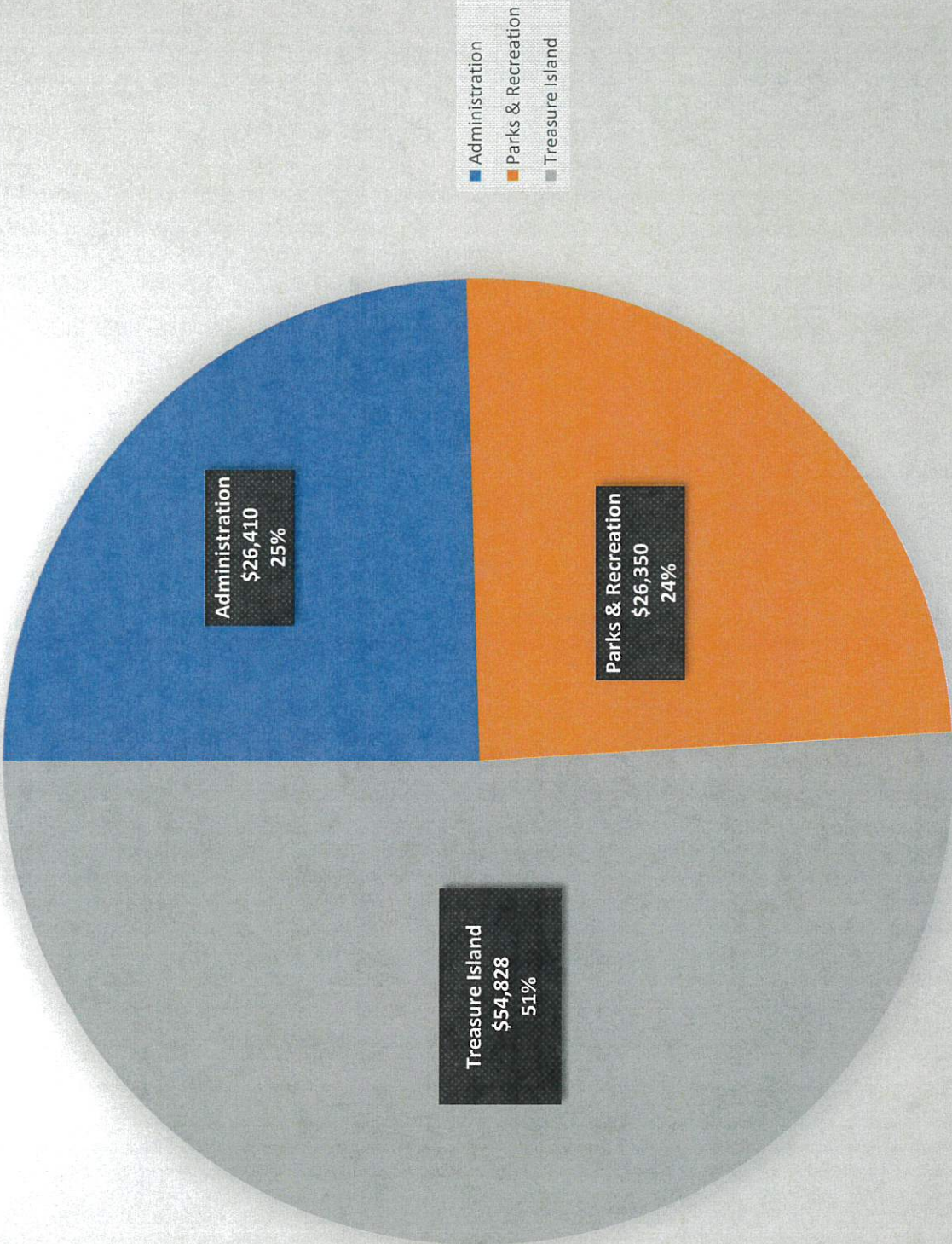


# 2023 GENERAL ADMINISTRATION EXPENSES

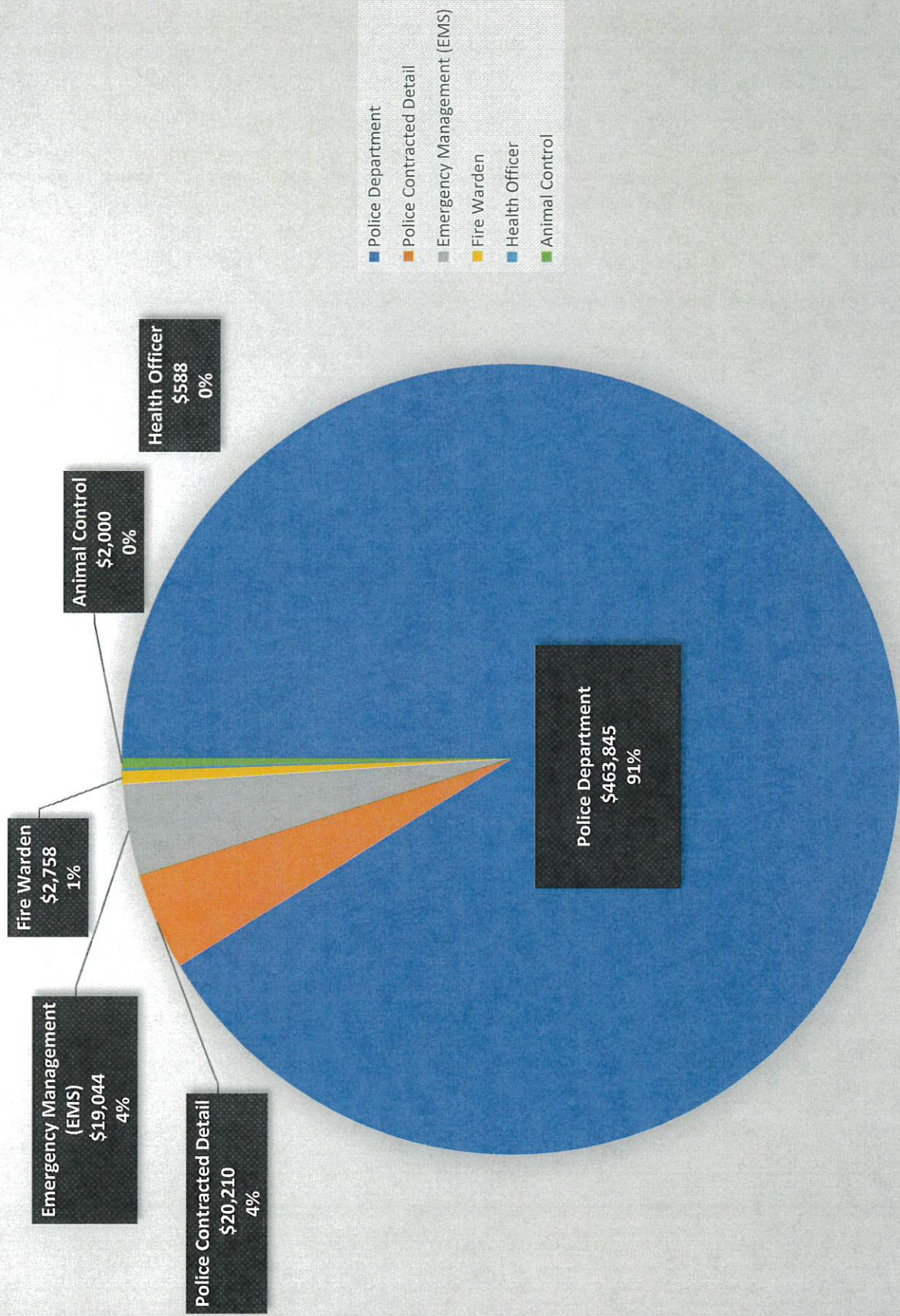


- Selectboard & Town Manager
- Town Treasurer
- Listers
- Town Clerk & Elections
- Planning & Zoning
- Town Hall & Town Lands
- Transfer Station

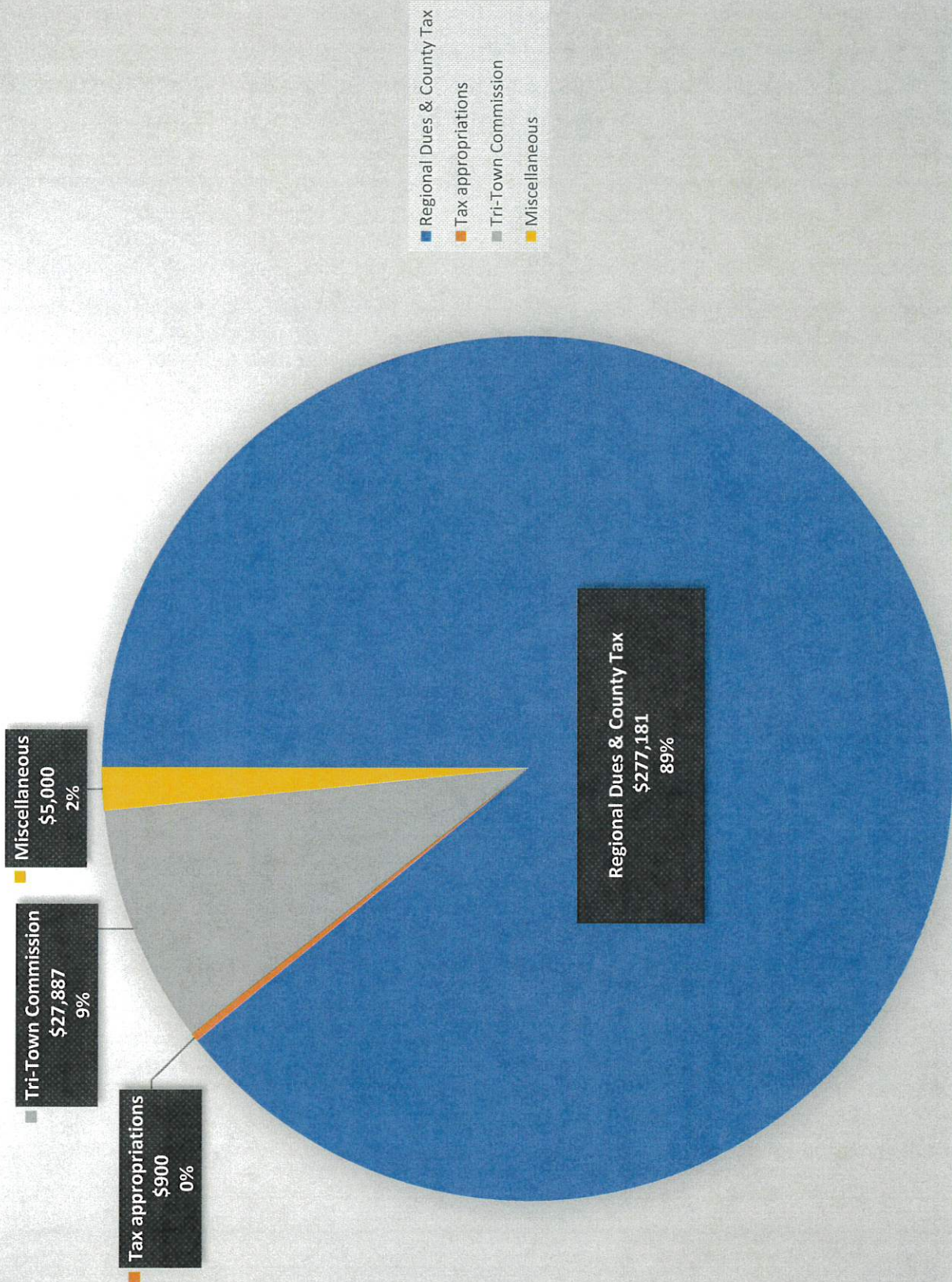
# 2023 RECREATION & TREASURE ISLAND EXPENSES



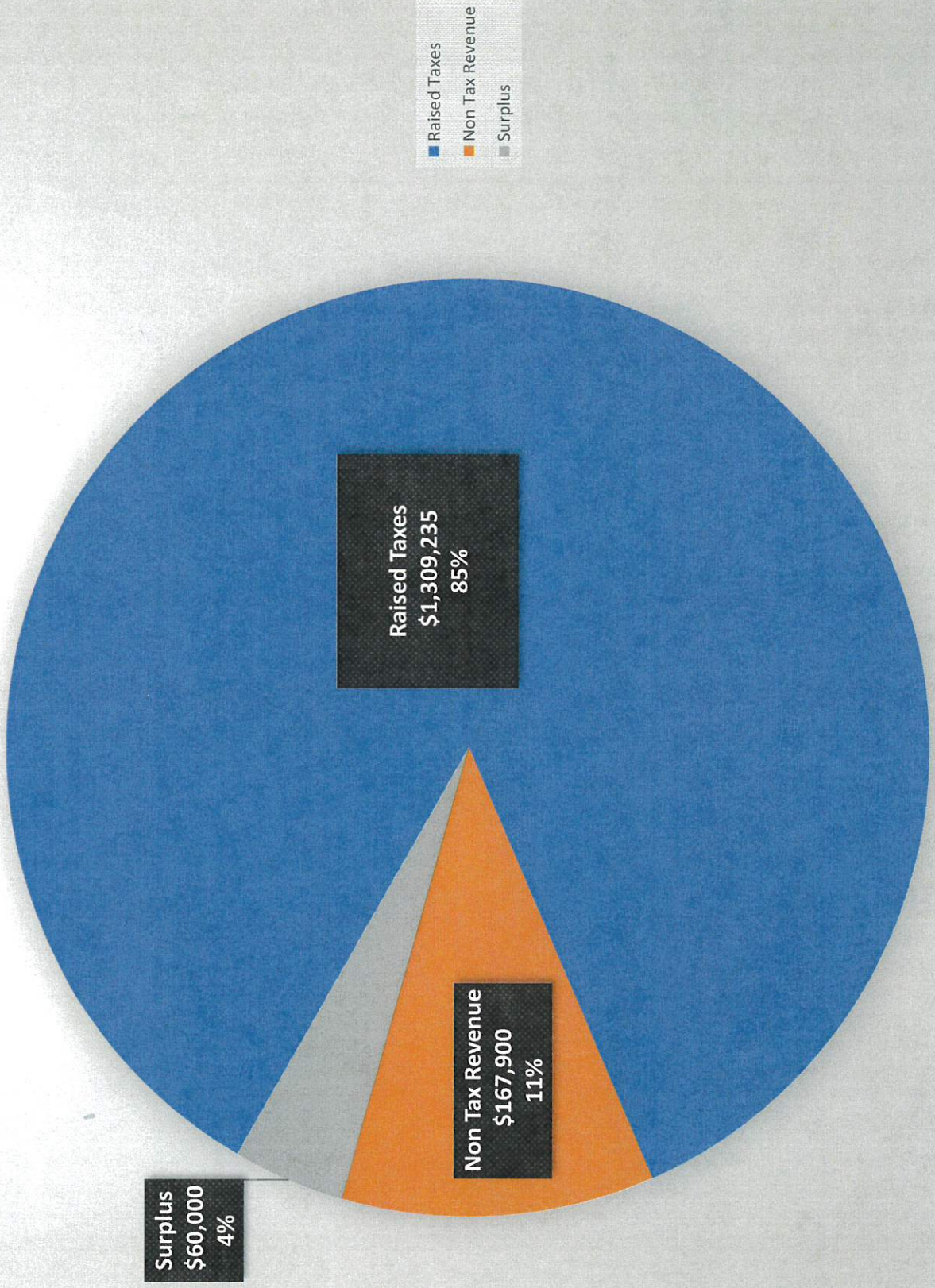
# 2023 PUBLIC SAFETY EXPENSES



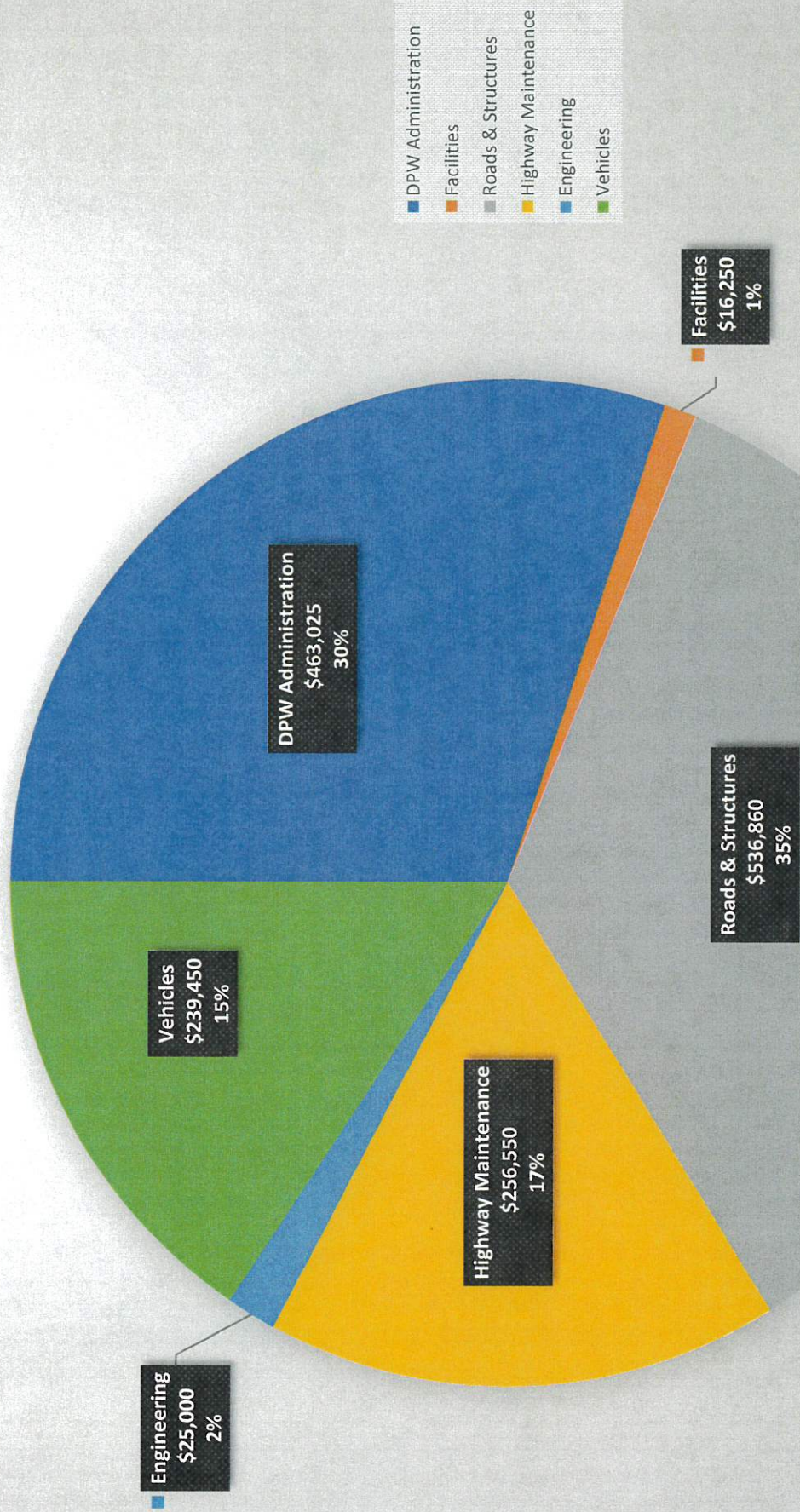
# 2023 FIXED COSTS



# 2023 DEPARTMENT OF PUBLIC WORKS REVENUE

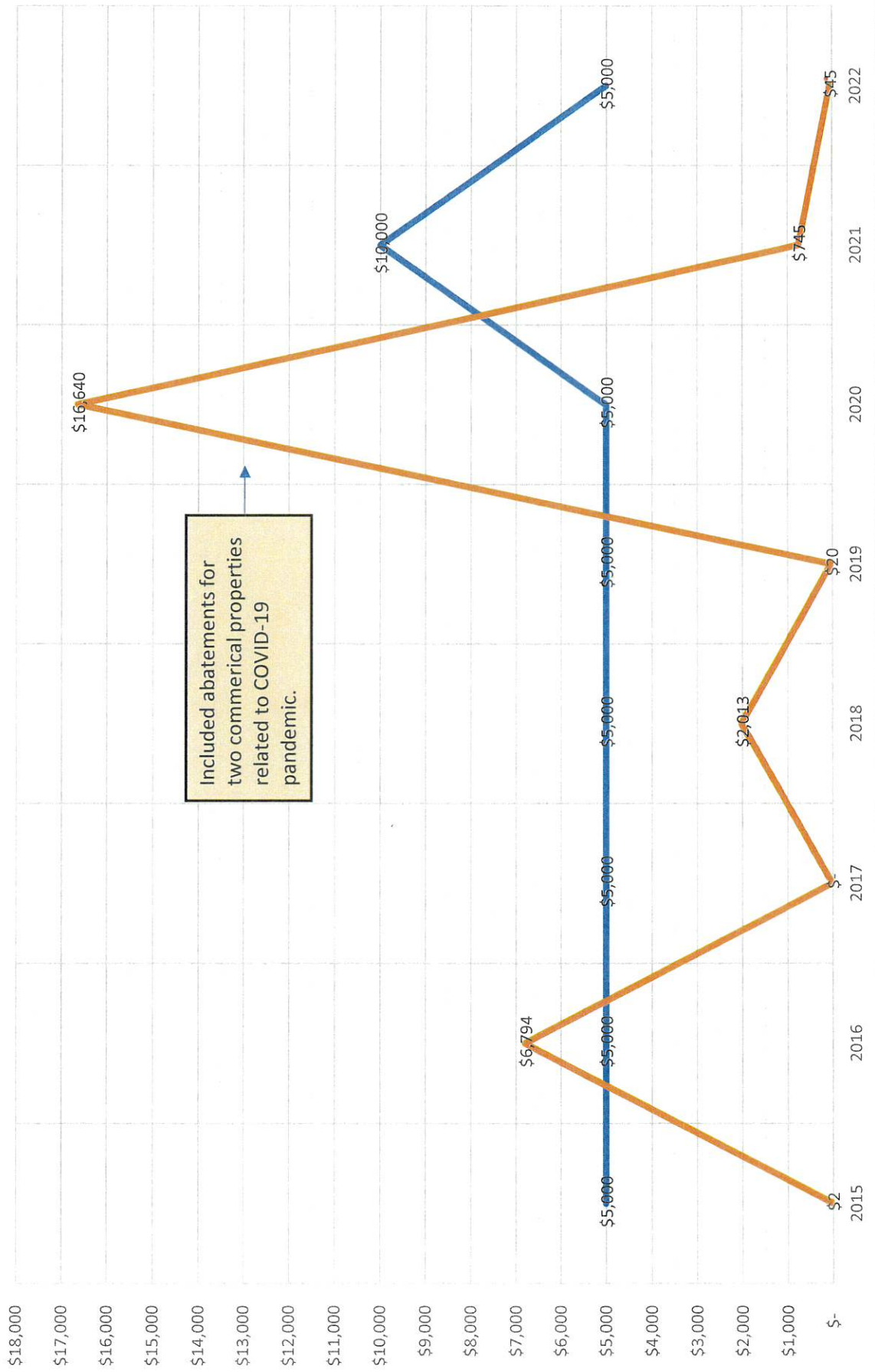


# 2023 DEPARTMENT OF PUBLIC WORKS EXPENSES



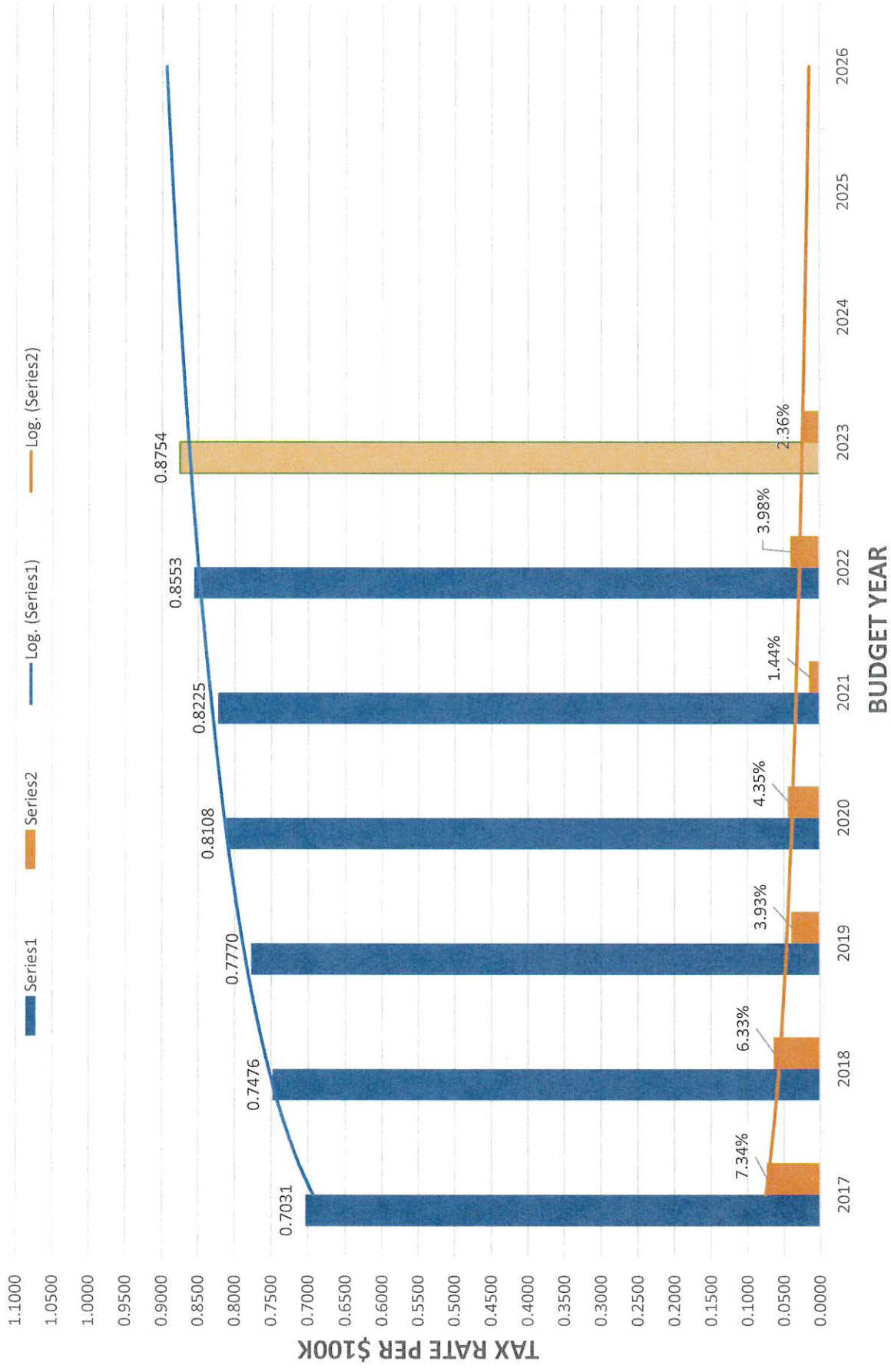
# Tax Abatements 2015 - 2022

Series1 Series2



Included abatements for two commercial properties related to COVID-19 pandemic.

# Municipal Tax Rates 2017-2023







## Lake Fairlee Association 2022 Report and 2023 Request to the Town of Thetford

The LFA has had another busy year. The following summary encapsulates our 2022 activities as well as our expectations for 2023:

**Lake and Watershed Action Plan (LWAP).** Lake Fairlee has been selected as one of two Vermont lakes for funding to develop a Lake and Watershed Action Plan. Led by Lisa Niccolai, Conservation Specialist, White River Natural Resources Conservation District (WRNRCD), work has begun on the plan with a final report anticipated in the spring of 2023.

**The Water Quality Action Committee (WQAC).** Formed by the LFA in 2018, this committee continues its work to understand the sources of high phosphate levels in the lake and its tributaries. The WQAC is working with the state Department of Environmental Conservation, Lake Champlain Committee (LCC) and the LaRosa Foundation to determine what steps can be taken to mitigate this ongoing problem. WQAC will be involved with the Lake and Watershed Action Plan, phosphate testing and the implementation of Lake Wise 'best practices' around Lake Fairlee.

**Lake Wise Program.** Lake Wise is a voluntary program administered by the Vermont Agency of Natural Resources, the goal of which is to educate and help shoreline homeowners to eliminate/decrease lakeside lawns and hardscape and encourage the creation of healthy shoreline native plant buffers. These buffers help decrease and filter runoff, mitigate erosion, and improve water quality and aquatic habitat.

**Milfoil.** We were able to treat selected areas of Lake Fairlee with the herbicide ProcelliCOR in 2022. This product boasts higher effectiveness (in lower concentrations) than previous products. Used in conjunction with dive teams and suction harvesting, ProcelliCOR will help us continue to combat milfoil and help create a healthier, better balanced aquatic ecosystem. Diver Assisted Suction Harvesting (DASH) was not implemented in 2022 due to contractor scheduling issues; the WQAC has interviewed three (3) new DASH contractor candidates for 2023, and will present its findings to the LFA Board in December 2022.

**Wake Boats.** Congruent with the LFA's core purpose *to preserve, protect and enhance the distinctive and natural resources of Lake Fairlee and its surrounding watershed*, the LFA Board supports the work of Responsible Wakes for Vermont Lakes (RWVL), a citizen group formed to recommend regulation of wake boats on Vermont lakes and ponds. The large, design-enhanced wakes of such vessels accelerate shoreline erosion and create hazardous conditions for small craft, swimmers, and loon nests. The underwater wash can spread milfoil and displace lake sediment, which increases turbidity leading to increased phosphate concentrations and the subsequent potential for algae blooms. Wake boat ballast tanks, which cannot be fully emptied of water or visually inspected, can import and export invasive species. The **Responsible Wakes for Vermont Lakes (RWVL)** petition submitted in March 2022 to Vermont's Department of Environmental Conservation (DEC) continues along the process required by the DEC rule-making procedure. The DEC held public meetings this summer in Richmond and

Manchester (VT). Several hundred written comments were received by the DEC's July 29th deadline. A significant majority of the public meeting and written comments favor creating a rule to manage wake boats. The DEC's next steps will be to develop a draft rule in response to the petition and all input received. A final rule will likely be submitted to the DEC and the Agency of Natural Resources leadership teams by the end of the calendar year. For more information and the most recent updates, check the *Loon Call News* section on the website's home page: [lakefairleevt.org](http://lakefairleevt.org)

**The Greeter Program.** The Greeter Program comprises the 'first line of defense' in maintaining the integrity of the Lake Fairlee watershed. Stationed at the boat ramp from May through mid-October, our greeters continue to provide an invaluable service to our lake and recreational users. Trained in a state-run program, greeters inspect all inbound and outbound watercraft for invasive plants and animals.

**Treasure Island.** Formed in 2020, the Town of Thetford created the Treasure Island Exploratory Committee, comprised of community volunteers and chaired by an LFA board member. The Committee is focused on this valuable and much-loved local town beach and nature area. Working with Lake Wise, and with the support of the LWAP grant, the Committee is dedicated to improving the health of Treasure Island's extensive shoreline and inland property. The **Treasure Island Exploratory Committee** received the support of the LFA this year with a new sign at the gate and a new lifeguard chair. Over the year, the town-appointed Committee developed management plans for 1) recreational uses of the 12 acre property, 2) financial independence and 3) preservation, protection and education for the natural areas. The Selectboard recently allocated funds for a Stewardship plan for this important lakefront resource.

We are grateful to the Town of Thetford for its consistent support, and request level funding for 2023. Again, the Lake Fairlee Association requests \$5,250. For more information on our activities, please see our website (<https://www.lakefairleevt.org/>) or contact any one of the LFA Board members.

Respectfully Submitted,

David C. Forbes, LFA Board member  
vtervuren@gmail.com

**Lake Fairlee Association Board** (<https://www.lakefairleevt.org/board-members.html>)

David Roth, President; Renee Snow, Vice President; Lisa Johnson, Recording Clerk; Ridge Satterthwaite, Treasurer; Katherine Babbott, David Forbes, Nick Harvey, David Matthews, Ben McLaughlin, Vicki Smith and Elizabeth Wilcox

# Thetford Library Federation

## Request to the Thetford Selectboard, December 2022

Presented by Phebe McCosker, Federation Treasurer  
and Holly Lague, Library Director

The Thetford Library Federation is requesting a Town appropriation of \$130,000 in 2023 for support of public library services. The intent of this document is to provide context for this request.

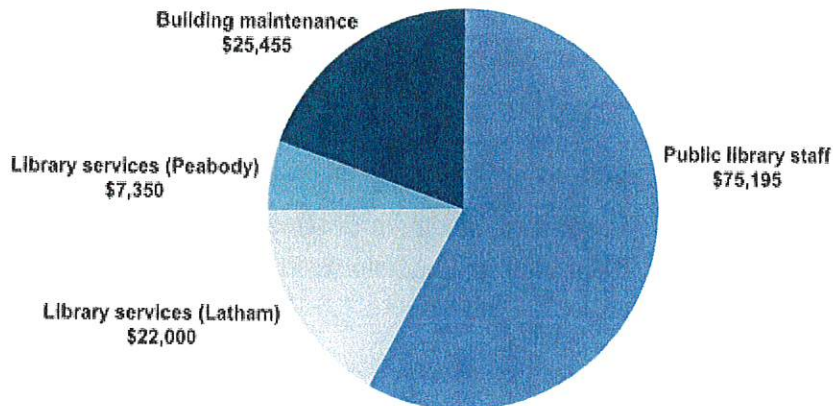
### Background on the Thetford Library Federation

The Thetford Library Federation is a private non-profit that has been serving Thetford for 50 years. It is made up of five member organizations: George Peabody Library, Thetford Academy Library, Thetford Elementary School Library, Thetford Historical Society and Latham Memorial Library.

The Federation is governed by a board of trustees, including representatives from the five member organizations and three community members. Primary purposes for the organization include:

- Bicentennial Building ownership and maintenance, providing rent- and utility-free space to the Latham Library and the Historical Society
- Promoting collaboration among members, including providing a unified online catalog that brings together the public library and school collections
- Direct financial support to the public libraries, which is the primary driver of this request for Town funding.

### Town Funds to Federation: \$130,000



The Federation redistributes town funds to Latham and Peabody for staffing as well as circulation and operational costs. Town funds are also used by the Federation to support the maintenance of the Bicentennial Building.

- **Hybrid meetings.** We are equipped with technology to support hybrid events and meetings, offering both in-person and online options for library events as well as other community organizations.
- **Safe and accessible spaces.** Renovations at Latham have provided space with modern HVAC and meeting technology, and soon a lift elevator will make the space accessible to more members of the community. At Peabody, we are discussing ways to increase the usability of the beautiful spaces and historic collections.
- **Relevant and impactful collections and programs.** Our afterschool, summer and evening programs are highly attended and valued by area families. In the coming year we will look to expand our offerings for adult programs. This past year, our grant-funded materials focusing on diversity, equity and inclusion topics were on display and circulating well.
- **Budget-friendly services.** In addition to our in-house materials, our patrons can access millions of additional materials throughout the state via our Interlibrary Loan service. Our streaming services for movies, ebooks and audiobooks are highly used, saving Thetford residents the cost of subscriptions.

## Record of Success

The most recent data provided by the Vermont Department of Libraries Public Library Services Report (2021) show that the Thetford community values and uses its libraries, both Latham and Peabody:

- Thetford offered **238% more programs** with **230% higher attendance** than the average library for a town of our size.
- Thetford citizens are in the **Top 25% Statewide** for per-capita collection use, demonstrating how heavily our collection is used by our residents.
- We benefit from **30% more volunteer hours** than the average Vermont library. In fact, we consistently come in above state average for hours open, annual visits, and circulation despite having fewer than the state average staff hours, thanks in large part to our volunteers providing additional access. This volunteerism demonstrates Thetford citizens' commitment to library success.

Our tallies for this year are on track to be one of the highest in 10 years for collection use and program attendance.

## Conclusion

The librarians and trustees are very grateful to the Thetford community for the support we receive and the investment year over year in the library's success. Having a vibrant public library is a marker of a town's engagement with its citizens, and a great enhancement to their quality of life. We can all be proud of our united efforts to make Thetford a great place to live.

# Thetford Vol. Fire Dept. Inc

## Budget Work Sheet

Expense	IFY 23 Budget	
Admin		
Active 911	325	
Chief's Salary	35000	
Payroll Taxes	3500	
Member Stipend	8604	
Dispatch Services	22750	1
Emergency Medical Records	1700	
Fees	100	
Insurance	27500	
Office Supplies & Postage	750	
Printing	300	
Public Relations & Fire Safety	550	
Subscriptions & Dues	800	
Tax Prep/Audit	1050	
Telephone	3300	
Total Admin	106229	
Buildings & Grounds		
Electricity	2600	
Fuel Oil/LP Gas	4250	
Furniture & Fixtures	250	
Maintenance & Repairs	14000	
Total Buildings & Grounds	21100	
Firefighter Health & Safety		
Gear & SCBA	28500	
Gear Maintenance	300	
Heath & Safety	800	
Re-Hydration & Food	1000	
Total Firefighter Heath & Safety	30600	
Training		
Courses & Expenses	5500	
Training Corp Membership	250	
Total Training	5750	
Vehicles & Equipment		
EMS Equipment Replacement	16500	
Equipment Maintenance	3000	
Fire Equipment Replacement	18500	
Pump, Hose & Ladder Testing	4100	
Pump Maintenance	2500	
Vehicle Fuel	3000	
Vehicle Maintenance	5500	
Fire Capitol	110662	
Total Vehicles & Maintenance	163762	
Total Expense	327441	
	Difference	10860
	Percent of Increase	3.43%

1 Proposed 2500 Increase July 1

**UPPER VALLEY  
AMBULANCE**



5445 Lake Morey Road, Fairlee VT 05045  
802-333-4043 (office) 802-333-4234 (fax)  
info@uppervalleyambulance.com

October 28, 2022

Dear Town Officials

At the October 25, 2022 meeting of the Upper Valley Ambulance Board of Directors, the proposed budget for 2023 was passed unanimously.

We have done our best to build a fiscally responsible budget that meets the needs of the communities that we serve. This budget supports an ambulance replacement schedule that ensures that we have the most up to date and reliable sources of transportation for the sick and injured that reside and travel through your communities. I am sure that you all are aware of the hard financial times that we all are facing. We needed to give pay raises to our folks to be competitive and to help them be able to afford rent and, gas and groceries. Our annual fuel bill is forecasted to be 285% over what was budgeted Who knew what fuel prices would have done in 2022? We are planning for the same, or slightly higher fuel expense in 2023. We have ordered a new ambulance for delivery in April, 2024. It is the same vehicle as the last two ambulances but is almost \$40,000 more expensive this time.

Since there is no forecast for an increase in reimbursements by health insurance plans or Medicare and Medicaid, the increase in our expenses will have to result in an increase in the fee to our towns. The increase will be two dollars in the per capita fee over the 2022 fee.

So the total fee for 2023 will be \$51 per capita.

This reflects a 1.04% increase in fees to our towns.

As always UVA's policy is that our financial operations are transparent to our communities. Any member of town leadership wishing to review our books should please make an appointment with me to do so. In addition, as in previous years, I offer the communities the opportunity to schedule a time when I can meet with either your Selectboard or budget committee. The best way to contact me is to send me an email at [alan@uppervalleyambulance.com](mailto:alan@uppervalleyambulance.com) and we can arrange a mutual time for a phone call to discuss any questions or concerns, or to set up a day/time for me to meet with your town's leadership.

Upper Valley Ambulance continues to appreciate the support of the towns we serve, and we reciprocate by providing you with high quality emergency medical services.

Best regards,

A handwritten signature in black ink, appearing to read 'Alan Beebe', written in a cursive style.

Alan Beebe  
Executive Director