



Town of Thetford Vermont

3910 Vermont Route 113 • P.O. Box 126 • Thetford Center, VT 05075
802-785-2922 • www.thetfordvt.gov

Selectboard Regular Meeting Minutes Thetford Town Offices (w/Virtual Attendance Option) Monday, October 16th, 2023 7:00 PM

Selectboard members present: Vice-Chair David Goodrich, David Forbes, Li Shen, Steve Tofel

Selectboard members absent: Sharon Harkay

Others present: Town Manager Brian Story, Town Clerk/Treasurer Tracy Borst, DPW Foreman Dale Lewis (via Zoom), Police Chief Michael Scruggs (via Zoom), Selectboard assistant Martie Betts

David Goodrich called the meeting to order at 7:00 PM.

1. Agenda Review

David said he would like to move item #7 to right after public comment, making it agenda item #5. The chair of the Energy Committee is not able to be here in person, but he can join via Zoom.

2. Notes from the Selectboard

David noted that budget requests are due by December 1st.

3. Town Manager Report – Brian Story

Brian said he has been working on the budget for 2024 as well as filling the vacant town positions.

4. Public Comment

Steve Tofel asked if there was an inventory of trees on town property. Li Shen said the Tree Warden has been working on an inventory of ash trees, but a full-scale inventory would be impossible. There was discussion about communication with the tree warden.

5. (Moved to Item #7) Review & Approval of Driveway Permits

David Goodrich asked if there was discussion, noting that the Road Foreman had already signed off on the permits. On the property abutting Cream Street, Li questioned the need to clear more trees for a driveway when there is an existing woods road on the map running approximately parallel and near to the proposed driveway. Dale Lewis, Road Foreman, said he would go back and take another look at it.

David Goodrich said they would sign the driveway permits, except for the one on Cream Street, after the meeting.

6. Initial Discussion of Records Retention Policy with Town Clerk Tracy Borst and Town Manager Brian Story

Brian said that it is a good practice to have a retention policy for clarity and protection. If there is a public records request and the document is no longer in the Town's possession, a policy shows that we acted correctly in removing it. Because it is an involved process, Brian asked if there was interest in the project before the work was done.

Brian asked Tracy to explain the process as she had just instituted a policy for her offices. Tracy explained that a government body is required to keep all records unless authorized to dispose of them. If a public records request is submitted for a document that has been disposed of, the policy proves that we have made a good faith effort to have consistent document management. A policy that lays out what documents can be disposed of and when will help elected officials know what they can do with their records. Tracy said she and her assistant attended training with the Vermont State Archives and Records Administration (VSARA) and hosted a representative at Town Hall. Her offices adopted a policy based on a VSARA template and created a policy and schedule specific to the Clerk's office and Treasurer's office. Her next step is to develop an inventory and directory of where records are stored. Tracy said she can provide the Selectboard with a copy of recommendations and guidelines that were used for her records, along with her policy. Tracy spoke in favor of adopting a policy town-wide.

David wondered if the Selectboard should review Tracy's policy and determine if it should be adopted for other town boards and commissions. Tracy clarified that the Selectboard needs to adopt a records and retention policy for the Selectboard, as hers is specific to the Town Clerk's and Treasurer's offices.

Brian said he understood that this was brought up before and there wasn't much interest. Li said she was interested and wasn't sure it was understood when it was brought up before.

Brian said he would create a draft policy with Tracy's help if the interest was there.

Steve asked about records that were kept in employee's homes. Tracy said documents kept at an employee's home would fall under the Telecommuting Policy, which may need to be updated.

The Selectboard did express an interest in having a records retention draft policy created.

7. (Moved to Item #5) Revisit the Updated Charge and Mission for the Joint Thetford Energy Committee

As the chair of the Energy Committee was not present, this discussion was tabled to a future meeting.

8. Warrants and Minutes

#20.4 \$22,682.66
#37.1 \$2,029,495.00
#19.3 \$11,709.98
#37.1A \$179,754.00
#21.2 \$22,205.29
#39.1 \$2,192.39

#20.3 \$123,595.77

#19.3 \$3,350.00

#38.1 \$6,513.82

Motion by David Goodrich that the 2023 Selectboard stipends will be paid on a pro-rated basis with Mary Bryant and David Forbes getting their appropriate shares. VOTE: (3-0-1)

Motion passed.

Motion by Li Shen to approve the warrants as presented. VOTE: All in favor (4-0-0)

Motion passed.

Motion by David Forbes to accept the Selectboard meeting minutes of October 2nd, 2023, as revised. VOTE: (3-0-1). **Motion carried.**

9. Anticipated Executive Session for Continued Discussion of Possible New England Police Benevolent Association Contract Changes per 1 V.S.A. § 313(a)(1).

Motion by David Goodrich to find that premature, general public discussion of this subject would clearly place the state, municipality, other public body or person involved to suffer a substantial disadvantage. VOTE: All in favor (4-0-0). **Motion carried.**

Motion by David Goodrich to enter Executive Session for continued discussion of possible New England Police Benevolent Association contract changes per 1 V.S.A. Chapter 5 § 313 (a)(1)(B) and invite Town Manager Brian Story to attend. VOTE by roll call: David Forbes – in favor, Steve Tofel – in favor, Li Shen – in favor, David Goodrich – in favor. **Motion carried.**

The Selectboard entered Executive Session at 7:40 PM.

At 8:59 PM the Selectboard consented to leave executive session.

No action was taken.

10. Adjourn

Motion by Steve Tofel to adjourn the Selectboard meeting at 9:02 PM. VOTE: All in favor (4-0-0). **Motion carried.**