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

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Thursday, January 3, 2019 at 7:00 pm.

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6 **Stuart Rogers called the meeting to order at 7:09 PM.**

7 Selectboard Members present: Cathee Clement (departed at 8:45 PM), Richard Krzal, Stuart  
8 Rogers, Li Shen, Douglas Stone

9 Others present: Martie Betts (Selectboard Assistant)

10 Community Members present: Sara Cavin, Steve Lehman, Ann Lavanway, Barbara DeFelise,  
11 Sue Fritz, Sue Tallman, Robert Pulaski, Jim McCracken, Judy Harvey, Sean Mullen

12 **Public Comment 7:10 PM**

13 No public comment.

14 **Conservation Commission 2019 Budget & Land Plan 7:15 PM**

15 The Selectboard and members of the Conservation Commission reviewed the Conservation  
16 Commission plan and budget.

17 The Selectboard expressed thanks to the Conservation Commission for the information and their  
18 hard work.

19 **Conservation Commission Letters of Resignation & Interest**

20 The Selectboard received a letter of resignation from the Conservation Commission from Ann  
21 Lavanway. On behalf of himself and the Town, Stuart Rogers thanked Ann Lavanway for her  
22 efforts and said she will be missed.

23 The Conservation Commission recommended to the Selectboard that Sara Cavin be appointed to  
24 the Commission.

25 **Motion** by Douglas Stone to appoint Sara Cavin to the Conservation Commission. Seconded by  
26 Li Shen. **VOTE unanimous (5-0-0)**

1 **Charge of Town Manager Search Committee 7:37**

2 **Motion** by Stuart Rogers to approve the Town Manager Search Committee Charge, as amended.  
3 Seconded by Li Shen. **VOTE unanimous (5-0-0)**

4 **Appointments to Town Manager Search Committee 7:48 PM**

5 **Motion** by Cathee Clement to appoint Mark McMahon, Michael Kiess, Chip Odell, David  
6 Goudy, Michael Evans, Sean Mullen, Marla Ianello, and David Forbes to the Town Manager  
7 Search Committee with Donn Downey as the alternate. Seconded by Douglas Stone. **VOTE**  
8 **unanimous (5-0-0)**

9 Stuart Rogers commented that the Town Manager Search Committee should be informed of  
10 Open Meeting Laws and guidelines for posting their agendas. The Selectboard would like the  
11 Committee to meet prior to Monday, January 21<sup>st</sup>.

12 **Town Manager Job Description – Finalize**

13 The Selectboard reviewed and discussed the draft Town Manager Job Description. Cathee  
14 Clement will make edits and contact VLCT with more questions.

15 **Minutes & Warrants w/Correspondence 8:47 PM**

16 #1.4 \$23,540.07

17 #43.3 \$170456.50

18 #44.2 \$18274.37

19 #26.4 \$20431.58

20 #62.1 \$5027.79

21 #45.2 \$7090.72

22 #45.3 \$2508.00

23 #39.3F \$170871.10

24 #40.3F \$38389.25

25 #63.1 \$14586.47

26 #61.1 \$2241.78

27 **Motion** by Stuart Rogers to accept the warrants as presented. Seconded by Douglas Stone.  
28 **VOTE unanimous (4-0-0)**

1 **Motion** by Li Shen to approve the renewal of the Clerk copier Annual Service Maintenance  
2 Agreement for \$600 with WB Mason. Seconded by Douglas Stone. **VOTE unanimous (4-0-0)**

3 **Motion** by Li Shen that the Selectboard Chair sign the approved WB Mason Clerk copier  
4 Annual Service Maintenance Agreement. Seconded by Douglas Stone. **VOTE unanimous**  
5 **(4-0-0)**

6 **Motion** by Stuart Rogers to approve the regular Selectboard meeting minutes of December 3<sup>rd</sup>,  
7 2018, as presented. Seconded by Douglas Stone. **VOTE unanimous (4-0-0)**

8 **Motion** by Stuart Rogers to approve the regular Selectboard meeting minutes of December 10<sup>th</sup>,  
9 2018, as edited. Seconded by Li Shen. **VOTE unanimous (4-0-0)**

10 **Motion** by Stuart Rogers to approve the regular Selectboard meeting minutes of December 17<sup>th</sup>,  
11 2018, as edited. Seconded by Douglas Stone. **VOTE unanimous (4-0-0)**

12 **Motion** by Stuart Rogers to approve the special Selectboard meeting minutes of December 20<sup>th</sup>,  
13 2018, as edited. Seconded by Douglas Stone. **VOTE (3-0-1)**

14 The Selectboard discussed and agreed on the method for paying the Town's portion of the  
15 Thetford-Strafford Community Solar Array.

## 16 **Old Business**

17 **- Upcoming Agendas**

18 **- 2019 Budget Proposals**

19 The Libraries and EMS/Fire Warden will be scheduled for Monday, January 3<sup>rd</sup>.

20 The Selectboard will have a special meeting to discuss budget only on January 10<sup>th</sup>, from 7 to 9  
21 PM.

## 22 **Other Business**

23 **- Approval of 2019 Wages**

24 **Motion** by Stuart Rogers to approve the 2019 wages for Town Employees effective with pay  
25 period 12/30/18 to 1/12/19. Seconded by Li Shen. **VOTE unanimous (4-0-0)**

26 **- Update of Thetford Hill Pedestrian Project**

27 Sam Van Dam was at the Selectboard meeting for an update on the Thetford Hill Pedestrian  
28 Project. Stuart Rogers said the expectation is for the Pedestrian Project and the Trailhead Project  
29 to be completed in 2019. The Town Tree warden has agreed to do oversight during construction  
30 and through treatment and fertilization of trees after construction.

1 There was discussion about the height of sidewalk curbs, repainting the crosswalks, and the road  
2 apron at the junction of Route 113 and Academy Road.

3 Stuart Rogers will contact the State for follow up.

4 **Adjourn**

5 **Motion** by Stuart Rogers to adjourn the special Selectboard meeting at 10:19 PM. Seconded by

6 Li Shen. **VOTE unanimous (4-0-0)**