



Selectboard Regular Meeting Minutes
Thetford Town Offices

Monday, December 11, 2017 at 6:00 pm.

Stuart Rogers called the meeting to order at 6:00 p.m.

Selectboard Members Present: James Dixon, Jessica Eaton, Stuart Rogers, Li Shen, Douglas Stuart

Others present: Tracy Borst (Town Clerk), Jill Graff (Town Treasurer), Mary Ellen Parkman (Zoning Administrator), Police Chief Michael Evans, Jim Masland (State Representative)

Community Members Present: Joanne Kirsten, John Bacon

Personnel Discussion (Anticipated Executive Session) 6:00 p.m.

Public Comment

Joanne Kirsten was at the Selectboard meeting to discuss alleged destruction of property on 5 Corners Road. The Selectboard had discussed installing delineator posts to mark road width with DPW. DPW will be reminded to install the posts.

Correspondence

James Dixon received an email from Chief Evans about snowmobiles traveling through the covered bridge on Tucker Hill Road.

James Dixon received an email from Thetford Academy Headmaster, Bill Bugg responding to the request to continue clearing the sidewalks on Thetford Hill for the 2017-2018 winter season. Bill Bugg stated that Thetford Academy can clear the sidewalks with a snow blower, but does not have the means to sand the sidewalk. Bill Bugg said per Thetford Academy insurance, there would need to be an agreement between the Town and Thetford Academy stating that Thetford



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Academy is to be held harmless for any injury that may occur that is related to the clearing of sidewalks. James Dixon will draft a letter.

Email from Ehrhard Frost regarding the Town Tree Policy.

FEMA reviewed the pile at the stump dump, and will pay for chipping and grinding.

Jessica Eaton received a comment from a parent of a 2017 lifeguard concerned that there are not going to be enough lifeguards at Treasure Island for the 2018 season.

Minutes and Warrants

#25.4 \$22,149.10

#34.3 \$75,531.49

#34.3F \$196,559.45

#41.1 \$17,341.52

Motion by Stuart Rogers to accept the warrants as presented. Seconded by Li Shen. **VOTE unanimous (5-0-0)**

Town Governance Discussion & Act 27 (cont'd)

Stuart Rogers gave an overview of discussion to date.

Chief Evans submitted a list of town business items of the past few years that would have benefited from having a Town Administrator or Manager. Chief Evans acknowledged the long hours and hard work that Selectboard members put in on behalf of the Town.

Mary Ellen Parkman cited several examples of how Thetford could benefit from a Town Administrator or Manager, including the importance of timely communication.



Tracy Borst discussed the HR challenges, and notes that there are not many towns with HR professionals. Tracy Borst said a Town Manger might be the best option, but is not sure it is the best next step.

Jim Masland suggested finding several different job descriptions of Town Administrators/Managers and discuss what would be best for the Town. A common reason for breakdowns between Town Administrators and Selectboards is lack of clarity on who is responsible for what. Jim Masland also suggested having an outside participant help with choosing a candidate when it comes time to hire an Administrator or Manager.

John Bacon, who was on the Selectboard for 12 years, commented on the challenges that Selectboards now face, compared to previous years.

There was discussion about bringing the discussion before the Town and the impact on the budget. A Town Administrator can be hired by the Selectboard, but a Town Manager position requires a vote by the residents of the Town.

Stuart Rogers clarified that this is a continuation of an ongoing discussion.

2018 Budget Discussion (TI?, Misc. & Capital Equip. Schedule?)

There was discussion about including Treasure Island in the Recreation Department, which would move the Rec Director to a full-time position. James Dixon will look at the job descriptions of Rec Director and TI manager for similarities and for consolidation to one description. Jessica Eaton suggested getting detailed budget numbers if Treasure Island went under the Recreation Department.

Discussion about additional office space for a full time Recreation Director, Administrator/Manager and possible assistant.

James Dixon will get numbers for the Tri-Town budget.

There was discussion about why the Town mowing went over budget.



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There have been requests to list the Capital Equipment Funds as three separate warned articles (DPW, Police and Fire) instead of one article.

Old Business

- Upcoming Agendas

Budget discussions next week for Library, Emergency and Fire, and Police Department.

Details and dates for Town Meeting.

9:40-10:00 Other Business

- **Recreation Scholarship Requests (Anticipated Executive Session)**
- **Town Life Insurance Options (Anticipated Executive Session)**
- **Annual Employee Review Discussion (Anticipated Executive Session)**
- **Personnel Discussion (cont'd) (Anticipated Executive Session)**

Li Shen **moved** to find that premature, general public knowledge of personnel matters and contract issues would clearly place the municipality and individual involved to suffer a substantial disadvantage. Seconded by James Dixon. **VOTE unanimous (5-0-0)**

Motion by Stuart Rogers to discuss personnel and contract issues in an Executive Session per *Discussion of Matters as per IVSA.subsection 313 paragraphs A1&3*. Seconded by James Dixon. **VOTE unanimous (5-0-0)**

Motion by James Dixon to exit Executive Session at 10:04 p.m. Seconded by Douglas Stone. **VOTE unanimous (5-0-0)**

Motion by Stuart Rogers to approve recommendations by the Rec. Director for the Recreation Scholarship Program. Seconded by James Dixon. **VOTE unanimous (5-0-0)**



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Motion by Stuart Rogers to adjourn the Regular Selectboard meeting at 10:06 p.m. Seconded by Douglas Stone. **VOTE unanimous (5-0-0)**