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## Selectboard Regular Meeting Approved Minutes

Monday, November 12, 2018 at 7:00 pm

Stuart Rogers called the meeting to order at 7:05 pm.

Selectboard members in attendance: Stuart Rogers, Cathee Clement, Richard Krzal, Li Shen, Douglas Stone.

Community members in attendance: Tracy Borst (Town Clerk,) John Bacon, Mike Kiess.

**Correspondence:** Curtis Richardson informed the Selectboard that the United Church of Thetford board will meet on December 9<sup>th</sup> to consider the Selectboard's acceptance of the Timothy Frost Church on behalf of the Town.

Regarding a resident's question, a hunter's tree stand in the Hughes Forest does not need Town permission because it is public land, but by state law it should be labeled with the owner's name and address.

The Selectboard received an MOU agreement from NRRA (Northeast Resource Recovery Association) for continuation of their services at the Recycling Center.

**Review of Town Manager Vote & Future Plan:** Stuart Rogers noted that there was a 64% (1447 voters) turnout, with 55.6 % (805 ballots) in favor of changing to Town Manager governance and 41% (593 ballots) against, the remainder (3.4% or 49 ballots) being spoiled or blank. This is well beyond the 5% difference that would trigger a recount. The Selectboard discussed the next steps that would involve a job description and a search committee. Tracy Borst recommended that the Selectboard ask for professional guidance on this and suggested that the Town Manager committee has a lot of relevant material. She suggested that the Selectboard and the Town Manager committee, two groups who know the Town well, should hold a weekend meeting soon. Cathee Clement said that the two groups should work to create a first draft of a job description and then ask an outside person such as VLCT, to look at it.

1 Mike Kiess said that the overall goal may be a new town government that is able to consider  
2 large long term trends, implement changes to benefit from those trends, and manage the day to  
3 day activities of a vibrant community. Regional partnerships were needed for action on housing,  
4 energy, transportation, environmental, demographic and other major trends. In the meantime the  
5 Town needs people who are committed to support the transition process for 2-3 years, and  
6 outside advisors with vision. These could include VLCT and officials from towns that have  
7 recently made this transition. John Bacon said that the search committee needs specific goals and  
8 asked what are Thetford's specific needs for the next three years. The Selectboard should ask the  
9 members of the Town Manager committee if they have interest in helping to write the job  
10 description and serving on the search committee. Stuart Rogers expressed concern that a salary  
11 figure for the Town budget cannot be computed without the job description but having a  
12 committee write a job description could take a long time. Cathee Clement said that the  
13 Selectboard should engage with the Town Manager committee and also solicit interest in the  
14 search committee from residents. Stuart Rogers asked how an advertisement for a search  
15 committee should be treated. Since it is not a paid job a newspaper ad seems inappropriate,  
16 however the Listserv does not reach all residents. Interested people should contact the  
17 Selectboard by 5:00 pm on Monday December 3<sup>rd</sup>, the Selectboard would decide on the  
18 composition of the search committee at their Dec 3<sup>rd</sup> meeting and the committee's work should  
19 start on Dec 10<sup>th</sup>. The Selectboard and Town Manager Committee need to have a job  
20 description by then. John Bacon added that the job description has to mesh time wise with the  
21 Town budget that has to be completed by January 1<sup>st</sup>. The search committee would start their  
22 work after Jan 1<sup>st</sup>. Cathee Clement said there should be two selectboard members on the search  
23 committee. Stuart Rogers and Tracy Borst discussed whether a slot at the Selectboard meetings  
24 of Nov 19<sup>th</sup> and 26<sup>th</sup> was sufficient to write a job description and instead proposed a meeting on  
25 Sunday Dec 2<sup>nd</sup> at 1:00pm. Stuart Rogers will contact VLCT for advice and the relevant  
26 templates. Li Shen will write a posting for volunteers for the Town Manager search committee,  
27 working from the posting for the Police Chief search committee. It was agreed that respondents  
28 should send a letter of interest giving an outline of their relevant experience and/or skills. Stuart  
29 Rogers advised that the Selectboard should write a charge for the search committee so that their  
30 mission would not be altered by a turnover of Selectboard members following Town meeting in  
31 March.

1 **Transfer into Special Funds:** Stuart Rogers noted that the Town obtained about \$10,000 in  
2 income from the Town Forest timber harvest in 2018, but did not deposit the \$5,000 that would  
3 normally be due to the Town Lands Capital Fund in a year of timber revenue due to massive  
4 town expenditures for storm damage in 2017. **Motion** by Cathee Clement to put \$5,000 into the  
5 Town Lands Capital Fund. Seconded by Douglas Stone. **Vote 5-0-0**

6 **Warrants:**

7	#38.2	\$6,246.35
8	#23.4	\$23,123.13
9	#51.1	\$39,956.88
10	#36.3	\$3,910.70
11	#52.1	48,468.16

12 **Motion** by Stuart Rogers to accept warrants as presented. Seconded by Li Shen. Vote 5-0-0

13 **Review of Draft Updated Personnel Policy:** Stuart Rogers and Li Shen presented the most  
14 recent draft of the updated Town Personnel Policy.

15 **Budget:** Stuart Rogers said that the Thursday meeting with Town department heads to go over  
16 their 2019 budgets has been postponed. Monday Nov 19<sup>th</sup> and Tuesday 20<sup>th</sup> are possible dates.

17 **Old Business:** Tree estimates from Tree Warden Bill Murphy are scheduled to be completed this  
18 weekend, weather permitting.

19 The wetlands delineation required for repairs on Rt 132 (Tucker Hill Rd to Strafford town line) is  
20 complete. The proposed repair work will be funded by the EPA and will depend on their budget.  
21 The Town will not be responsible for contracting out the work.

22 Cathee Clement reported on the progress of the Planning Commission on revising the Town  
23 Plan. The commission will send the revisions to Kevin Geiger at TRORC by the end of the  
24 month and will engage with the Selectboard while taking final comments and holding their final  
25 public hearing. Stuart Rogers suggested that the commission should schedule a continuation date

1 for their final hearing, in case not all public comments are heard in the allocated time. If they  
2 have to warn a second hearing the warning period shall be 30 days.

3 Cathee Clement asked whether the advertisement for the Recycling Manager and one assistant  
4 had gone out yet.

5 **Motion** by Douglas Stone for the Selectboard to sign the MOU to continue with the recycling  
6 services from NRRA. Seconded by Stuart Rogers. **Vote 5-0-0**

7 **Motion** by Stuart Rogers to find that premature public disclosure of Town business  
8 matters would place the Town or an individual to suffer a substantial disadvantage.  
9 Seconded by Douglas Stone. **Vote 5-0-0**

10 **Motion** by Stuart Rogers to enter executive session at 9:55pm. Seconded by Douglas Stone.  
11 **Vote 5-0-0**

12 **Motion** by Stuart Rogers to exit executive session at 9:59 pm. Seconded by Douglas Stone. **Vote**  
13 **5-0-0**

14 **Motion** by Douglas Stone to approve a basketball scholarship. Seconded by Cathee Clement.  
15 **Vote 5-0-0**

16 **Motion** by Stuart Rogers to adjourn at 10:00 pm. Seconded by Douglas Stone. **Vote 5-0-0**

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