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## Selectboard Regular Meeting Minutes

Monday, November 19, 2018

Stuart Rogers called the meeting to order at 7:08pm.

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

Community members in attendance: Laura Gagnon, Joanne Kirsten, John Bacon, Mike Kiess, Phebe McCosker, Tracy Borst (Town Clerk.)

**Correspondence:** VLCT will hold a ‘Town Meeting Tune-Up’ workshop on Feb 7<sup>th</sup>.

The Selectboard received the following data from GUV (Greater Upper Valley Solid Waste District) on the October 13<sup>th</sup> Big Trash collection: Electronics Collected: 2.8 tons; Tires Collected: 3.07 tons; Big Trash Collected: 3.69 tons. Dates for an April Big Trash collection and a Household Hazardous Waste collection in May were discussed.

**Other Business:** Richard Krzal participated in the site visit to the Recycling Center to consider where to locate a book shed. He thought that the existing building was not well suited to house books and there may be room on the back of that building for an 8x10 ft book shed. A used 8x10 ft shed has been offered. Richard Krzal said he would look at its condition before a decision is made to accept it. Joanne Kirsten said that a purpose-built shed might be better and asked if the Town could establish a special fund to take donations for a book shed. Stuart Rogers thought such donations could be made to the Recycling Center capital fund.

**Warrants:**

#38.3	\$573.20
#37.3	\$133.25
#53.1	\$2,672.63

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

**Continued Discussion of Town Manager Process:** Stuart Rogers reported on the Wednesday

1 Employee Law VLCT workshop where he spoke with the Director of VLCT and several officials  
2 who congratulated Thetford on its vote to adopt Town Manager governance. They asked for a list  
3 of the Town's governance needs and offered to research other towns where Town Managers had  
4 been hired to meet similar needs so that Thetford could consult with them. Cathee asked if  
5 VLCT would charge for such services. Stuart Rogers though this was unlikely since VLCT  
6 would not be handling the entire job search. John Bacon said the Selectboard should issue a call  
7 for search committee volunteers as soon as possible. With regard to the meeting on December 2<sup>nd</sup>  
8 to discuss the Town Manager's job description, Stuart Rogers said that a list of Town needs  
9 should be drawn up in advance. Mike Kiess said that the Town Manager Committee had a draft  
10 of such a list, including a Town Manager's statutory duties. Laurie Gagnon asked why such a list  
11 did not exist already, since there had been such a push to get a Town vote on the Town Manager.  
12 Cathee said that after the Dec 2<sup>nd</sup> meeting a draft list of needs should be sent to VLCT and a  
13 second meeting would be convened once a reply was received. Mike Kiess offered to ask the  
14 Town Manager Committee members to draw up their list of the Town's governance needs. This  
15 would include the statutory duties, plus other items. Li Shen and Cathee Cement drafted a notice  
16 to recruit volunteers for the Town Manager Search Committee. Cathee Clement will post it in  
17 eight locations in town, including the Listserv. The Selectboard would like a job description by  
18 mid-December.

19 **Request for Preferred Solar Siting:** The Selectboard received a letter from Wolfe Energy and  
20 Thetford Strafford Community Solar (TSCS) requesting that the Board grant 'preferred site'  
21 status for a proposed 150 KW AC solar installation on Godfrey Road, as was granted for the Post  
22 Mills TSCS solar project. The Energy Committee has reviewed the proposal and recommended  
23 preferred status for the Godfrey Road site based on a design that allows the land to return to  
24 agriculture in accordance with State Rule 5.100. The project will not disturb wetlands, historic  
25 sites, or deer winter habitat. It is hidden from view and will not require substantial new  
26 infrastructure. The Town Zoning administrator, Mary Ellen Parkman, questioned the application  
27 because it makes a residential lot into a preferred site. The Town currently has no Enhanced  
28 Energy Plan that would authorize such a re-designation. The Zoning Administrator's opinion  
29 was that unless an approved Enhanced Energy Plan specifically states it, the 'preferred status'  
30 designation of a residential lot is inappropriate unless it is Town owned or of limited use. In a  
31 residential area neighbors would need to be part of the decision.

1 Mike Kiess, representing the Energy Committee, was concerned that the Zoning Administrator  
2 may have referred to an older version of Rule 5.100 and presented a page from the July 1st 2017  
3 version of Rule 5.100 where a ‘preferred site’ was defined as one that is identified in a joint letter  
4 of support from the Selectboard and the Regional Planning Commission. Mike Kiess also said  
5 that utilities are governed by the State Public Utilities Commission, not local zoning, and the  
6 PUC can issue a permit (Certificate of Public Good) without input from the neighbors. However,  
7 in this case the neighbors have been part of the discussion. Tracy Borst said that there have been  
8 some property boundary issues in that neighborhood. Mike Kiess said he would ask Dory Wolfe  
9 of Wolfe Energy whether Norwich Technologies, who plan to purchase the lot, were working  
10 from the most recent survey.

11 **Paid Holiday Time Discussion:** Tracy reported difficulty in calculating how much paid holiday  
12 time was due to employees who work irregular hours in more than one job. Personnel Policy  
13 gives the paid holiday benefit to full-time and some part-time employees, however it was  
14 difficult to define a ‘regularly scheduled work day’ when an employee’s hours were irregular.  
15 The paid holiday rules need to be clarified in the Town Personnel Policy.

16 **Applicant for Selectboard Assistant Position:** Martie Betts has expressed intent to return to the  
17 Selectboard Assistant position on December 10<sup>th</sup>. **Motion** by Stuart Rogers to extend the offer of  
18 re-employment to Martie Betts. Seconded by Cathee Clement. **Vote 5-0-0**

19 **Liaison Update:** Cathee Clement reported that the Fire Department would like questions about  
20 the Fire Service to be referred to the Fire Department and not answered by Town officials. They  
21 would also like more communication during the budget process.

22 Li Shen reported on the last meeting of Emergency Services where it was reported that Great  
23 River Hydro has drawn up a scenario for what would happen if the dams on the Connecticut  
24 River failed. In the event that the biggest dam in the Great River network, the Moore dam  
25 between Littleton, N.H., and Waterford, Vt., failed, the release of the water behind it would  
26 trigger the failure of all the dams downstream in a cascade effect. North Thetford and East  
27 Thetford would be under water. Special inundation maps on the internet are available to  
28 planners.

29 **Draft Committee Handbook Update & Review:** Stuart Rogers will print out the final version  
30 of the Town Committee Handbook.

1 **Old Business:** Stuart Rogers said that the Daniels Company will start repair work on the Tucker  
2 Hill Bridge next week and have requested that the road be closed for 2-3 days, except for school  
3 buses. New signage to accurately reflect the height of the bridge opening will be needed.

4 2019 Budget: Stuart Rogers said that budget meetings with the heads of Town departments will  
5 be held on Monday and Tuesday next week.

6 **Board E-mails & Open Meeting Law Concerns:** Stuart Rogers cautioned the Board to avoid  
7 having unwarned discussions on email in violation of Open Meeting Law. If a Board member  
8 wishes to ask a question it should be sent individually.

9 **Motion** by Douglas Stone to accept the minutes of Nov 12<sup>th</sup> as edited. Seconded by Stuart  
10 Rogers. **Vote 5-0-0**

11 **Motion** by Douglas Stone to adjourn at 11:56 pm. Seconded by Stuart Rogers. **Vote 5-0-0**

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