



Town of Thetford Vermont

3910 Vermont Route 113 · P.O. Box 126 · Thetford Center, VT 05075
802-785-2922 · Thetfordvt.gov

Selectboard Meeting *Draft* Agenda
Thetford Town Offices
(w/Virtual Attendance Option)
Monday, May 4, 2026 7:00 PM

To connect to Zoom via computer: <https://us02web.zoom.us/j/88354391166>

To connect via phone only: +1 (646) 558 8656 | Meeting ID: 883 5439 1166

7:00 PM – Call to Order

1. Agenda review
2. Notes from the Selectboard Chair
3. Town Manager report
 - Thetford Volunteer Fire Department Quarterly Report
4. Committee and commission reports
5. Public comment
6. Discussion of the proposed second draft of the new Fish and Game Club Lease
7. Class 4 Road maintenance request
8. Thetford Energy Committee reappointment
9. Discussion of recruitment process for Thetford Health Officer
10. Letter of support for Thetford Community Center Trust's grant application
11. Anticipated executive session to interview candidates for Selectboard Administrative Assistant Position as allowed by 1 V.S.A. § 313(a)(3)
12. Warrants
13. Minutes
14. Adjourn

Monthly Totals By Incident Type

Thetford Volunteer Fire Department

Date Range: From 01/01/2026 to 04/08/2026

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	%
Dumpster / Other Outdoor Container Fire	0	0	1	0	0	0	0	0	0	0	0	0	1	0.9%
Vegetation / Grass Fire	0	0	0	1	0	0	0	0	0	0	0	0	1	0.9%
Explosion	0	0	1	0	0	0	0	0	0	0	0	0	1	0.9%
Structural Involvement	1	0	1	1	0	0	0	0	0	0	0	0	3	2.8%
Vehicle Fire - Passenger	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
Vehicle Fire - RV	0	1	0	0	0	0	0	0	0	0	0	0	1	0.9%
Electrical Power Line Down / Arching / Malfunction	0	0	2	1	0	0	0	0	0	0	0	0	3	2.8%
Motor Vehicle Collision	0	0	2	1	0	0	0	0	0	0	0	0	3	2.8%
Carbon Monoxide Release	2	1	1	0	0	0	0	0	0	0	0	0	4	3.8%
Gas Leak / Gas Odor	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
Odor	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
Law Enforcement Support	0	0	0	1	0	0	0	0	0	0	0	0	1	0.9%
Abdominal Pain / Problems	1	1	0	0	0	0	0	0	0	0	0	0	2	1.9%
Allergic Reaction / Stings	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
Altered Mental Status	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
Breathing Problems	0	1	2	0	0	0	0	0	0	0	0	0	3	2.8%
Chest Pain (Non-Trauma)	1	2	0	0	0	0	0	0	0	0	0	0	3	2.8%
Convulsions / Seizures	0	1	0	0	0	0	0	0	0	0	0	0	1	0.9%
Nausea / Vomiting	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
No Appropriate Choice	1	1	0	1	0	0	0	0	0	0	0	0	3	2.8%
Psychological Behavior Issues	0	0	1	0	0	0	0	0	0	0	0	0	1	0.9%
Sick Case	6	2	2	0	0	0	0	0	0	0	0	0	10	9.4%
Unknown Problem	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
Assault	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
Fall	8	3	8	2	0	0	0	0	0	0	0	0	21	19.8%
Gunshot Wound	0	0	0	1	0	0	0	0	0	0	0	0	1	0.9%
Motor Vehicle Collision	2	4	1	0	0	0	0	0	0	0	0	0	7	6.6%
Cancelled	2	3	2	0	0	0	0	0	0	0	0	0	7	6.6%
Accidental Alarm	3	0	2	0	0	0	0	0	0	0	0	0	5	4.7%
Malfunctioning Alarm	0	0	1	0	0	0	0	0	0	0	0	0	1	0.9%
Controlled Burning (Authorized)	0	0	0	1	0	0	0	0	0	0	0	0	1	0.9%
Citizen Assist / Service Call	0	2	1	0	0	0	0	0	0	0	0	0	3	2.8%
Weather Response	0	1	0	0	0	0	0	0	0	0	0	0	1	0.9%
Standby	0	0	1	0	0	0	0	0	0	0	0	0	1	0.9%
Backcountry Rescue	0	3	0	0	0	0	0	0	0	0	0	0	3	2.8%
Backcountry Rescue	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
High Angle Rescue	1	0	0	0	0	0	0	0	0	0	0	0	1	0.9%
Limited/No Access	0	1	0	0	0	0	0	0	0	0	0	0	1	0.9%

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	%
Motor Vehicle Collision Extrication / Entrapment	1	1	0	1	0	0	0	0	0	0	0	0	3	2.8%
Blank. Incident Type not Entered													0	0%
Total for all Incident Types	38	28	29	11	0	0	0	0	0	0	0	0	106	

Manpower Analysis by Incident

Date Range: From 01/01/2026 to 04/08/2026

Thetford Volunteer Fire Department

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
Dumpster / Other Outdoor Container Fire	1	3	3.00	2.55	2.55	7.65	7.65
Vegetation / Grass Fire	1	3	3.00	0.85	0.85	2.55	2.55
Explosion	1	4	4.00	9.77	9.77	39.08	39.08
Structural Involvement	3	10	3.33	12.89	4.30	16.31	48.92
Vehicle Fire - Passenger	1	5	5.00	1.27	1.27	6.35	6.35
Vehicle Fire - RV	1	6	6.00	2.02	2.02	12.12	12.12
Electrical Power Line Down / Arching / Malfunction	3	5	1.67	2.19	0.73	1.22	3.65
Motor Vehicle Collision	3	8	2.67	3.31	1.10	2.94	8.81
Carbon Monoxide Release	4	12	3.00	3.42	0.86	2.55	10.21
Gas Leak / Gas Odor	1	2	2.00	0.17	0.17	0.34	0.34
Odor	1	3	3.00	1.32	1.32	3.96	3.96
Law Enforcement Support	1	1	1.00	1.88	1.88	1.88	1.88
Abdominal Pain / Problems	2	6	3.00	1.78	0.89	2.89	5.78
Allergic Reaction / Stings	1	2	2.00	2.63	2.63	5.26	5.26
Altered Mental Status	1	1	1.00	1.07	1.07	1.07	1.07
Breathing Problems	3	5	1.67	3.16	1.05	1.41	4.22
Chest Pain (Non-Trauma)	3	5	1.67	1.37	0.46	0.86	2.59
Convulsions / Seizures	1	2	2.00	0.30	0.30	0.60	0.60
Nausea / Vomiting	1	2	2.00	0.72	0.72	1.44	1.44
No Appropriate Choice	3	4	1.33	2.70	0.90	1.15	3.45
Psychological Behavior Issues	1	1	1.00	0.85	0.85	0.85	0.85
Sick Case	10	18	1.80	7.07	0.71	1.23	12.27
Unknown Problem	1	2	2.00	0.20	0.20	0.40	0.40
Assault	1	4	4.00	0.10	0.10	0.40	0.40
Fall	21	40	1.90	13.95	0.66	1.30	27.27
Gunshot Wound	1	3	3.00	2.18	2.18	6.54	6.54
Motor Vehicle Collision	7	21	3.00	10.26	1.47	4.86	34.01
Cancelled	7	22	3.14	1.63	0.23	0.87	6.06
Accidental Alarm	5	13	2.60	1.59	0.32	0.60	3.02
Malfunctioning Alarm	1	2	2.00	0.73	0.73	1.46	1.46
Controlled Burning (Authorized)	1	2	2.00	0.17	0.17	0.34	0.34
Citizen Assist / Service Call	3	6	2.00	4.03	1.34	2.69	8.06
Weather Response	1	4	4.00	0.47	0.47	1.88	1.88
Standby	1	3	3.00	1.93	1.93	5.79	5.79
Backcountry Rescue	3	6	2.00	2.67	0.89	2.11	6.32
Backcountry Rescue	1	3	3.00	1.65	1.65	4.95	4.95
High Angle Rescue	1	4	4.00	2.08	2.08	8.32	8.32
Limited/No Access	1	3	3.00	1.33	1.33	3.99	3.99

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
Motor Vehicle Collision Extrication / Entrapment	3	5	1.67	3.40	1.13	1.83	5.50
Blank. No Incident Type(s) Entered	0	0	0.00	0.00	0.00	0.00	0.00
Total and Averages for all Incident Types	106	251	2.37	111.66	1.05	2.90	307.36

Memorandum of Understanding to Lease Town Forest, Five Corners Road, Thetford Center, VT

This Memorandum of Understanding (MOU) accompanies the Lease made in the Town of Thetford, in the County of Orange and the State of Vermont, by and between the Town of Thetford (hereafter denoted "the Town"), and the Upper Valley Fish and Game Club, Inc. (hereafter denoted as "the Club"), by and through its duly authorized representatives, as signed this [date].

1. **Other obligations.** The Club shall be responsible for maintaining the premises in proper repair at all times, and to surrender the Premises in as good condition as when possession is taken under this instrument, normal wear and tear excepted. The Club shall insure that all reasonable measures are taken to protect the public from the hazards presented from any of the activities in which the Club engages.
 - a. The Club agrees to comply with, implement, and complete all improvements as dictated within an Environmental Stewardship Plan (ESP) approved by the Vermont Department of Fish & Wildlife. This plan is to help the Club to implement the Environmental Protection Agency's best management practices, to address such issues as erosion, lead leaching and lead reclamation. Such plan shall also allow for continued water quality testing for lead contamination by the Vermont Agency of Natural Resources.
 - b. The Club agrees to comply with a Range Management Plan (RMP), approved by the Vermont Fish & Wildlife Dept. to address safety issues, such as the construction and maintenance of approved backstops and the installation of side berms as dictated in such a plan.
 - c. Both plans (ESP & RMP) must be reviewed annually and updated as necessary.
 - d. Each year the club must submit a copy of both approved plans (ESP & RMP) with the status of any required improvements, most recent water and soil testing results, and a current Certificate of Insurance.
 - e. If the plans (ESP & RMP) ever conflict with the Lease or this MOU, the Club must follow the greater restriction until that conflict can be resolved.
 - f. In addition, each year the club must submit a log of any known violations of any provision.
 - g. An "organized shoot" as referenced in the Club's May 18, 1981 Conditional Use Permit shall be by the determination of the authority of the Town of Thetford Zoning Administrator, in reference to existing said permit. As per the Conditional Use Permit, "*Restriction 3.) These restrictions of organized shoots are not intended to apply to casual shooting, or to hunter safety courses, or to any other recreational use, such as hiking or fishing.*"

- h. The Club shall maintain a permanent, lockable gate at the entrance road to the Premises. The gate shall remain locked at all times the Premises are not in operation, and keys or access by combination shall only be given to authorized members of the Club. The Club shall be responsible to ensure, by appropriate signage, that no one other than authorized members of the Club or its invitees use the Premises.

2. Restrictions & Prohibitions.

- a. No use of fully automatic firearms.
- b. No use of .50 caliber (BMG) center-fire rifle or larger firearms.
- c. No use of tracer, armor piercing or steel core ammunition.
- d. No use of fireworks, pyrotechnics, or exploding targets, including Tannerite.
- e. No Club member or invitee shall be permitted to use the Premises as a testing facility for the proposed commercial sale of firearms of any type.
- f. The Club shall prohibit the presence or use of alcohol, cannabis, or any illegal substances, on Premises during shooting hours, organized shoots, or archery.
- g. The Club shall prohibit the presence of any person who is under the influence of alcohol, cannabis, or any illegal substances during shooting hours, organized shoots, or archery.
- h. Children, aged 15-years or younger, shall be accompanied by a member over the age of 18-years, unless attending an event or training sponsored by the Club.
- i. The firing of more than one round per second per individual is prohibited except for law enforcement trainings, Wednesday evening shooting from 5:00 PM, and at no more than 1 organized shoots of 2 hours in length each.
- j. The use of devices to reduce the noise made by firearms is strongly encouraged.

3. Hours of Shooting.

The Club must post hours of shooting as follows:

- a. Hours announced annually in a public location.
- b. Maintaining visible signs at entrances with hours of showing and restrictions.
- c. Must post special shooting events (non-normal hours, such as law enforcement training) 4 days in advance to the Town's public notice locations (available in the Selectboard Rules of Procedure), Town Listserv, and as allowed in the Club's Conditional Use Permit.
- d. Monday, Tuesday, Thursday & Friday – 9:30 AM to 7:30 PM or ½ hour after sunset, whichever is earlier.
- e. Wednesday – 9:30 AM to 8:00 PM or ½ hour after sunset, whichever is earlier.
- f. Saturday & Sunday – 9:30 AM to 5:00 PM, as listed below.
- g. Saturday & Sunday shooting allowed the first and third full weekend of each month, April 1 thru the second Sunday in September.

- h. Saturday & Sunday showing NOT allowed the second and fourth full weekend of each month, April 1 thru the second Sunday in September.
- i. In those instances of a fifth weekend, or when the first or last weekends span between two different months, shooting will be allowed on Saturday, but NOT Sunday.
- j. No shooting allowed on the following recognized & observed holidays – New Year's Day, Martin Luther King Jr. Day, Easter Sunday, Memorial Day, Labor Day, Christmas Day.
- k. On non-shooting days between 9:30 AM to ½ hour after sunset club members may practice archery.

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Lease of Thetford Town Forest to Upper Valley Fish & Game Inc.

This Lease, made in the Town of Thetford, in the County of Orange and the State of Vermont, by and between the Town of Thetford (hereafter referred to as "the Town"), and the Upper Valley Fish and Game Club, Inc. (hereafter referred to as "the Club").

1. Premises. The Town hereby leases to the Club the following described property located in the Town of Thetford (the Premises):

Being a 56-acre portion(±), consisting of the current gun range area with adequate safety area and the 1-acre adjoining pond area, totaling 57-acres (±). These acres being part of the existing of the parcel of land of the former William A. Higgins farm premises, so called, as was conveyed to the Town of Thetford by deed of R.H. Hatch, Administrator of the Estate of William A. Higgins dated May 27, 1941, and recorded in Book 34, Page 582 of the Thetford Land Records. Said Town owned property being now known as the Town Forest.

2. Term. The lease shall run for a period often (10) years commencing from the date of the signing of this document, so long as the Club abides by all terms and conditions incorporated herein and any other MOU agreements signed by the Town and the Club.

3. Rent. The Club shall pay rent in the amount equal to State taxes assessed on the leased area per year.

4. Improvements. The Club shall not clear, cut or bulldoze the premises, nor erect any buildings or construct any roads or ponds or otherwise significantly alter the premises in any way, nor cause to have any of the foregoing acts done without first obtaining written approval from the Town. At the conclusion of the term of this lease, it shall be the Club's responsibility to remove from the premises any structures (*physically built, above ground or below*) placed thereon during the course of the tenancy unless the Town specifically requests that the structures remain in place. The Club shall be responsible for obtaining any and all permits, whether local, state or federal, for any and all improvements made on "the Premises" (the leased area).

5. Termination. This lease shall expire ten (10) years from the date hereof, or upon the occurrence of any of the following events, whichever shall first occur:

- a) The Club ceases to exist as an active organization, which shall include, but not be limited to, the termination of its status as an active corporation with the Vermont Secretary of State's Office; or

- b) The Club violates any of the terms herein, or attached, after notice and a reasonable opportunity to correct the breach.
- c) Upon a breach of this Lease, the Town shall have the right to terminate the Club's right to possession of the Premises by any lawful means and retake possession, and all further liability under the Lease on the part of the Town shall terminate. If the Town shall exercise its right to terminate this Lease, the Club shall be liable for and shall pay to the Town the costs of removing and storing the Club's property, the costs of repairing, altering, remodeling, or otherwise returning the Premises to an acceptable condition, and all reasonable expenses incurred by the Town, including, but not limited to, its reasonable attorneys' fees.
- d) If the Town shall terminate this Lease, the Town shall have the immediate right thereafter to re-enter the Premises and to remove all persons and property therefrom. Such property may be stored elsewhere, in the Town's discretion, at the cost of and for the account of the Club. In such event, the Town shall not be deemed guilty of trespass or become liable for any loss or damage, which may be occasioned thereby.
- e) These rights and remedies are distinct, separate, and cumulative remedies, and the exercise of any of them by the Town shall not be deemed to exclude the Town's right to exercise any or all of the others. All charges payable.
- f) No waiver of any covenant or condition, or of the breach of any covenant or condition of this lease shall be taken to constitute a waiver of any subsequent breach of such covenant or condition, nor to justify or authorize the nonobservance of any other occasion of the same or of any other covenant or condition hereof, nor shall the Town's election not to immediately terminate the Club's tenancy for any breach hereof be construed as a waiver of such default or of the Town's right to terminate the lease on account of such default, nor shall any waiver or indulgence granted by the Town to the Club be taken as an estoppel against the Town, it being expressly understood that if any time the Club shall be in default of any of its covenants or conditions hereunder, an acceptance by the Town of the Club's continuing tenancy shall not be construed as a waiver of such default, but the Town may at any time thereafter, if such default continues, terminate this Lease on account of such default.
- g) In any action to enforce the provisions of this Lease and MOU, the substantially prevailing party shall be entitled to collect its reasonable attorneys' fees and costs therefor.

6. Other obligations. The Club shall be responsible for maintaining the premises in proper repair at all times, and to surrender the premises in as good condition as when possession is taken under this instrument, normal wear and tear excepted. The Club shall insure that all reasonable measures are taken to protect the public

from the hazards presented from any of the activities in which the Club engages. Club is required to maintain current liability insurance coverage.

- a) The Club shall abide by all terms set forth within its Conditional Use Zoning Permit, as issued by Orange County Superior Court, dated May 18, 1981. The Club shall also be responsible for enforcing all conditions of said Permit, this Lease and attached Memorandum of Understanding (MOU) by use from both Club members, as well as any non-members, of the leased Premises, specifically the range.
- b) The Club will be responsible for maintaining posted safety signs around a 56- acre (\pm) portion of the property perimeter indicating that it is an active shooting range, as per the minimum statutory requirements dictated by the State of Vermont. The remaining 1-acre leased area shall include the Club pond to be posted to the discretion of the Club's needs.
- c) The Club agrees to allow, with advance notice to the Club officers, the Town to conduct land management operations in accordance with the Town Land Management Plan, including forest inventoring, invasive vegetation control, timber harvesting, or other Town Land Management activities as required.
- d) The Club shall maintain the range access road in good and passable condition.

7. Subletting. This instrument may not be assigned or Sublette to any other entity without the Town's prior written approval.

8. Indemnification. The Club hereby does indemnify, defend, and save harmless the Town and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the Lease, by reason of any breach, violation, or non-performance by the Club of any covenants, term, or provision hereof by reason of any injury (including death resulting at any time therefrom), or damage to property occasioned to or suffered by any person or persons including the Town, to include its officers, officials, employees, and agents, by reason of any such breach, violation or non-performance or of any wrongful act, neglect or default on the part of the Club or any of its employees, officers, agents, suppliers, or invitees.

The Club shall at the Club's expense, defend the Town upon the Town's demand, in any action or proceeding arising from any such claims and shall indemnify the Town against all reasonable, actual, out of pocket costs, attorneys' fees, expert witness fees, and any other expenses incurred in such action or proceeding.

The Club's indemnification of the Town shall survive the expiration or early termination of this Lease.

9. Insurance. The Club shall take out and keep in force during the term hereof,

standard commercial general liability insurance with not less than \$1,000,000.00 (one - million dollars) inclusive limits with insurers reasonably acceptable to Town. Such policy shall name the Town as an additional named insured, as its interests may appear. Such policy shall provide that the insurer shall not have any right of subrogation against the Town on account of any loss or damage covered by such insurance or on account of payments made to discharge claims against or liabilities of the Club covered by such insurance. If the Club fails to take out or to keep in force such insurance, after the Club's receipt of five (5) days' prior written notice from the Town, the Town will have the right to do so and to pay the reasonable premium therefor and in such event the Club shall repay to the Town the amount paid as premium, which repayment shall be deemed to be additional rent payable on the first day of the next month following the said payment by the Town. The Club shall furnish to the Town the evidence of all such insurance policies and evidence of the insurance maintained by it as herein provided. The Club hereby agrees that the placing of such insurance shall in no way relieve the Club from any obligation assumed under this lease. The Club hereby agrees to release and indemnify the Town from and against any and all liability for all damages or losses incurred from any and all perils for which the Club is required to obtain insurance coverage but has failed to obtain same unless due to the Town's negligence. It is understood and agreed that such release and indemnity is in addition, and not in limitation of, the Club's obligation to obtain a waiver of the insurer's right of subrogation against the Town.

All policies shall be endorsed to provide thirty (30) days prior written notice of cancellation to the Town for all coverage's. Until this Lease no longer requires such insurance, the Club shall provide the Town with renewal or replacement evidence of insurance prior to the expiration or termination of such insurance at least thirty (30) days prior to the expiration or termination of such insurance. If any insurance policy upon the Leased Premises shall be cancelled or threatened to be cancelled by the insurer by reason of the use and occupation of the Leased Premises by the Club or by any assignee, sublessee, concessionaire or licensee of the Club, or by anyone permitted by the Club to be upon the Leased Premises, Town may, in its sole discretion, terminate the Lease upon five (5) days' notice to the Club, and the Club shall immediately deliver up vacant possession of the Leased Premises to the Town.

10. Notice. For the giving of any notice hereunder, the following shall apply:

To the Town: Thetford Town Office
3910 Vermont Route 113
P.O.Box 126
Thetford Center, VT 05075
ATTN: Town Manager

With copy to: Brian P. Monaghan, Esq.
Monaghan Safar Ducham PLLC
156 Battery Street
Burlington, VT 05401

To the Club: Upper Valley Fish & Game Club
P.O. Box279
Thetford Center, VT 05075

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Town of Thetford Vermont

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Whippoorwill Road Maintenance Request

We've received a request from Jean Gerber on the Class IV section of Whippoorwill Road. Our Class IV maintenance policy states that "the Town will not provide any summer maintenance of class 4 highways..." and that the Selectboard will not unreasonably withhold permission for individual residents to perform maintenance.

This maintenance is unlikely to negatively impact other road users and is generally supported by our Department of Public Works.

From: Alice Stewart <afstewartvt@gmail.com>
Sent: Saturday, April 25, 2026 5:46 PM
To: Sharon Harkay <sharkay@thetfordvt.gov>
Cc: Nolan Riegler <nolan.riegler@gmail.com>; David Forbes <vtervuren@gmail.com>
Subject: Letter of Interest, TEC Reappointment

[You don't often get email from afstewartvt@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello Sharon -

Apologies for my delay in requesting that the Selectboard reappoint me to the Thetford Energy Committee. I am interested in continuing our committee's work on behalf of the town and its residents, particularly the upcoming town plan updates for the Enhanced Energy Chapter. Please consider this my request for reappointment.

Thank you,
Alice Stewart

Town of Thetford Vermont

3910 Vermont Route 113 • P.O. Box 126 • Thetford Center, VT 05075
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May 4, 2026

Mariah Noth
Rural Economic Development Initiative (REDI) Manager
VHCB Vermont Farm & Forest Viability Program
58 East State Street
Montpelier, VT 05602

RE: Rural Economic Development Initiative Funding Request for TCCT

Dear Mariah:

The Thetford Selectboard is pleased to provide this letter of support for the Thetford Center Community Trust's application for Rural Economic Development Initiative (REDI) funding for the Village Store and Cafe project, a project the Selectboard wholeheartedly endorses.

The Village Store is a critical part of Thetford. From 1895 until it shut its doors in 2022, the store was a hub where members of the community stopped to get coffee, drop off mail, chat with neighbors, and pick up groceries. But the Village Store shut its doors in 2022, and post office operations were suspended in 2025. Since then, the store has sat vacant. The Village Store's closing has created a shortage of places in town for gatherings and social connection.

The expanded Village Store & Cafe will offer an important source of local farm products, prepared foods, and a much-needed gathering space in Thetford. The revival of the Village Store can be a spark that draws residents and visitors back to the village center, and creates the conditions for other nearby businesses to open and thrive.

Sincerely,

Sharon Harkay, Chair

David Goodrich, Vice Chair

David Forbes

Li Shen

Steve Tofel



Town of Thetford Vermont

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Selectboard Regular Meeting *Draft* Minutes

Thetford Town Offices

(w/Virtual Attendance Option)

Monday, April 20th, 2026 7:00 PM

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

Others present: Town Brian Story

Participating community members: Ted Helms, Stuart Blood, Cynthia Shelton, Cathee Clement

Sharon Harkay called the meeting to order at 7:00.

1. Agenda Review

No changes to the agenda.

2. Notes from the Selectboard Chair

Sharon said she was still trying to recruit a new Town Health Officer and is learning more about the position. If needed, Sharon would take the position in the interim.

3. Town Manager Report

- **Green Up day** – Brian said that sign-ups are going well and that a dumpster has been arranged to be at the Town Garage.
- Brian reminded the board that last year there was a discussion about the use of leaf-blowers and the decision was made to minimize their use, but not to eliminate their use completely.

4. Committee and Commission Reports

Li Shen reported that the Conservation Commission had 12 returning volunteers and 8 new volunteers for the Amphibian Road Crossing in late March and early April. On Godfrey Road they found the rare 4-toed salamander which was first reported in 2025. The Conservation Commission also approved the proposal from biologist Jesse Mohr to perform an inventory of Thetford's natural communities as part of the Phase 2 Natural Inventory of Thetford. This inventory will not start until 2027.

Li reported that there was some vandalism on the Hughes Forest property at the former log landing. Li will report it to the Police Department.

Steve Tofel said the Thetford Elder Network will be having a senior luncheon on Thursday at New Sun's Community Center in North Thetford. Sharon mentioned that she heard there was a tool library there.

David Goodrich said Upper Valley Ambulance just received a new ambulance that just went into service. It is a replacement for an ambulance they have retired.

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3 **5. Public Comment**

4 No public comment.
5

6 **6. Capacity Study results with Dubois & King, Inc. and the Capacity Study**
7 **Steering Committee**

8 Dan Mallach, from Dubois & King, was at the meeting to discuss the capacity study. He
9 began by giving an overview of the project and then addressing questions and concerns
10 previously submitted to Brian. Dan said there were two purposes for the study; to support
11 informal conversations with private property owners about the potential for residential
12 opportunities on their properties and to potentially advance toward further engineering
13 assessment of water capacity in the town. There were 3 study areas in Post Mills, East
14 Thetford and on Academy Road near Thetford Academy. Dan explained the criteria used
15 for the study.

16 Ted Helms, who has a home on Academy Road, wondered how 2 properties in the historic
17 district of Thetford Hill were designated as Level A. Dan said these ranks were at the
18 confluence of environmental features as well as proximity to destinations and existing
19 zonings to achieve capacity and that this is an example of parcels that someone recognizes
20 locally that should be removed from the study.

21 There was discussion about designated historic districts, scenic views and the 2013 Town
22 Plan.

23 Stuart Blood discussed the landfill in Post Mills and the contamination of the ground water.
24 Stuart also suggested that there should be a recommendation regarding a community water
25 system since the current private water system is at capacity. The last comment from Stuart
26 was addressed to the Selectboard and Town Manager about the absence of studies done on
27 the landfill in the town archives. Stuart believes it's important that the official planning
28 documents highlight this issue as they continue to work on a solution for it.

29 Dan Mallach responded to Stuart by confirming what he understood Stuart's concerns and
30 recommendations to be and will talk with the Town Manager about the changes.

31 Sharon asked if transportation to and from Post Mills was taken into consideration as it's
32 further from potential jobs. Dan responded that transportation matters would be a great
33 addition to the study.

34 Ted Helms asked why people have not been given a chance to respond to the bylaw
35 changed and why is this being recommended now, and why the zoning would have to
36 change. David Forbes explained that the state is asking towns to make changes based on
37 recommendations from new legislation. Dan added that both the Home Act of 2023 and the
38 Act 250 modifications from Act 181 are encouraging these kinds of considerations.

39 Cynthia Shelton commented that she felt that the pressure is growing for individual
40 landowners to make things happen and that a possible future mandate shouldn't be
41 discounted.

42 Dan responded that he would defer to the Capacity Study Committee, but he thought it
43 would be more on the level of peer to peer and neighbor to neighbor.

44 Cathee Clement, who is on the Capacity Study Committee, said her understanding of the
45 next step is to not only engage the landowners that are referenced in the study, but to also
46 reach out to large landowners with this conversation. David Forbes said the community
47 should be asked about their vision of Thetford, if they could share their 10-to-50-year plan
48 it would be helpful.
49
50
51

1
2 The Planning Commission and Housing Commission have been involved in discussions
3 about this and will continue to work together. David spoke about Hanover, Lebanon and
4 other areas who will outgrow their space and people will start to move out towards
5 Thetford, and that housing needs to be considered. David said this is not about eminent
6 domain but will be about conversations with landowners.

7 Cynthia Shelton commented that the study was put together using old floodplain
8 information and wondered if it would be updated with new information. David Forbes
9 confirmed that the maps are being updated at the state level and he can get that information
10 to Dan.

11 Susan Brochniak-Helms wanted to know if the property owners we asked before their
12 properties were publicized as possible development areas. The answer was no.

13 Susan also wanted to know how middle housing was defined and how can they ensure that
14 owners who do develop their property adhere to the definition of middle housing.

15 Tim Taylor explained the overall vision of pocket neighborhoods in Thetford, and the
16 different areas in town that were defined in the study. David Forbes said middle housing is
17 basically affordable housing, somewhere around \$300,000.

18 There was continued discussion about the infrastructure of Thetford and how much the
19 population could increase.
20

21 **7. Invasive plants and timing of roadside mowing**

22 Sharon noted that Don Downey put together the information on best management practices
23 that was in the Selectboard packet. Don talked about how the information was pulled
24 together, and to increase awareness in order to be more proactive with the roadside
25 mowing services. There was discussion about community involvement and creating a
26 master database of invasive species. There was discussion about treatment with herbicides.
27 Don will go back to the Conservation Commission with a report on this discussion and
28 figure out how to put the wheels in motion.
29

30 **8. Updated version of the addendum to the Town purchasing policy regarding 31 consideration of human rights**

32 Brian went through the changes made to the purchasing policy.
33 Motion by Sharon Harkay to adopt the Human Rights Equipment Procurement Policy's
34 latest draft, with the addition of the sentence that we just discussed. We can sign it when
35 Brian puts in that one sentence. The motion passed unanimously.
36

37 **9. Warrants**

38 #10.2 \$16,919.63

39 #9.2 \$60,605.32

40 #15.1 \$25,576.30

41 #8.3 \$1,790.78

42 #8.4 \$32,146.82

43 Motion by David Forbes that we accept the warrants as presented to the Selectboard on
44 April 20th, 2026. The motion passed unanimously.
45

46 **10. Minutes**

47 Motion by David Goodrich that we accept the minutes of Monday, April 6th, 2026, as
48 edited. The motion passed unanimously.
49

50 **11. Adjourn**

51 Motion by Steve Tofel to adjourn as of 9:10 PM. The motion passed unanimously.