



# Town of Thetford Vermont

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

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

Others present: Town Manager Brian Story

Participating community members: Doug Stone, Wayne Parks, Sarah Martel

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

### **1. Agenda Review**

The Board agreed to remove Items 7 and 8 from the agenda, as both matters had already been addressed.

### **2. Notes from the Selectboard Chair**

Sharon noted that Item 9 would include discussion of the recruitment and interview process for the Town Health Officer, as well as expectations for recordkeeping associated with the role.

### **3. Town Manager Report**

#### **Thetford Volunteer Fire Department Quarterly Report**

- Brian distributed the Thetford Volunteer Fire Department quarterly report for the Board's awareness.
- Brian reported that roadside mowing has begun and encouraged homeowners to assist by cutting back vegetation and helping to limit the spread of invasive plants.
- Li Shen noted an increase in falls reflected in the Fire Department reports for January and March.

### **4. Committee and Commission Reports**

- David Forbes reported that the Planning Commission has submitted a draft of Flood Hazard Area Zoning Bylaws to the regional floodplains manager. They will provide a response within four weeks.
- Steve Tofel reported that the Cemetery Commission has received a bid from Cemetery Solutions for repairs at the East Thetford Cemetery. The bid was approximately \$3,000 lower than other bids.

### **5. Public Comment**

There was no public comment.

**6. Discussion of the proposed second draft of the new Fish and Game Club Lease**

Doug Stone and Wayne Parks, representing the Upper Valley Fish and Game Club, were present to discuss the draft lease.

Brian Story reviewed updates to the draft lease, noting that the primary changes included correction of typographical errors and inclusion of a previously omitted section. He also addressed concerns regarding alcohol use, clarifying that alcohol and cannabis are prohibited during shooting hours and organized shoots, but may be permitted at other times during Club events.

Brian reviewed Sections 2J and 3H, noting that Section 2J encourages, but does not require, the use of suppressors, and that Section 3H had been previously omitted.

Doug Stone described additional edits, including proposed allowance of rapid-fire shooting on the first Saturday of each month. The Board discussed the proposed expansion of rapid-fire hours, including duration, community impact, and existing restrictions. Doug confirmed that fully automatic firearms are not permitted.

The Board also discussed acreage included in the lease, noting a difference between total acreage and the actively maintained area, as well as proposed revisions to lease language, including removal of a state statute reference and clarification of enforcement provisions.

There was discussion regarding membership, testing, and reporting requirements, and posting and notice expectations for special events.

The Board agreed that additional discussion was needed and did not take action. Brian Story will incorporate feedback into a revised draft for a future meeting.

~~**7. Class 4 Road maintenance request**~~

This item was removed from the agenda as the issue has been resolved.

~~**8. Thetford Energy Committee reappointment**~~

Removed from the agenda, this has been completed in a previous meeting.

**9. Discussion of recruitment process for Thetford Health Officer**

Sharon opened a discussion regarding the recruitment and interview process for the Town Health Officer. She suggested scheduling an interview at the May 18 meeting and outlined potential application materials, including a cover letter, resume, and references.

The Board discussed interview format and agreed that the full Selectboard would participate in the interview, rather than a smaller pre-interview group.

Board members discussed expectations for the role, including responsibilities outlined in state statute, recordkeeping practices, and the need to reestablish consistent documentation. Brian Story provided an overview of the position, noting that the Town Health Officer typically serves as an initial point of contact for complaints, coordinates with state agencies, and may be involved in local issues such as unsafe or abandoned buildings.

There was discussion regarding the scope of duties, including septic system oversight and coordination with state authorities. Board members also discussed including recordkeeping expectations and relevant topics as part of the interview process.

Sharon stated that she would reach out to confirm the candidate's availability for May 18.

**10. Letter of support for Thetford Community Center Trust's grant application**

Sarah Martel was present on behalf of Thetford Community Center Trust to discuss a grant application for funding to hire a grant writer for the Village Store and Café revival in the village center. Sarah explained that the grant writer has experience working with federal agencies and navigating grant portals and applications. The goal would be to pursue grant funding of up to \$400,000.

Brian stated that the grant can be matched with federal dollars, allows for flexible spending, and is very competitive. He noted that the Town has not yet had a good fit for this funding opportunity.

Sharon asked when Thetford Community Center Trust expects to hear back on other grants they have applied for. Sarah said she had emailed that day to ask about the timeline.

Motion by Li Shen to sign the letter of support for the Rural Economic Development Initiative funding request for Thetford Community Center Trust.

The motion passed unanimously.

**11. Anticipated executive session to interview candidates for Selectboard Administrative Assistant Position as allowed by 1 V.S.A. § 313(a)(3)**

Motion by Sharon Harkay to enter executive session to interview candidates for the Selectboard Administrative Assistant position, and to invite Brian Story and the candidate.

The Selectboard entered executive session at 8:33 PM.

Motion by Sharon Harkay to leave executive session at 8:42 PM. The motion passed unanimously.

**12. Warrants**

16.1	\$57992.47
17.1	\$22280.04
11.2	\$3199.73
9.3	\$2356.45

Motion by David Forbes to accept the warrants as presented to the Selectboard on May 4, 2026.

The motion passed unanimously.

**13. Minutes**

Motion by Li Shen that we accept the minutes of Monday, April 20, 2026, as edited. The motion passed unanimously.

**14. Adjourn**

Motion by Steve Tofel to adjourn at 8:53 PM. The motion passed unanimously.