

Town of Bethel  
Selectboard Agenda  
Monday, July 11, 2022  
6 pm @ Bethel Town Hall & via Zoom

Zoom Link Meeting ID: 878 7836 8981 Passcode: 244732 Dial: 1-646-558-8656

6 pm: Call meeting to order and approve agenda.

**Public Comment**

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Set Municipal Tax Rate for 2022/2023 to \$1.0664  
**Motion to approve**

Discussion of purchase of 2023 Western Star to replace 2013 Freightliner  
**Motion to approve Equipment Committee's recommendation**

Discussion of Internal Financial Controls Checklist for Municipalities  
**Motion to accept**

Kyle Cartwright's resignation from Planning Commission and Zoë Cartwright's request to move from alternate to full member.  
**Motion to approve**

Cecil Washburn's resignation as Cemetery Foreman/Commissioner as of July 1, 2022.  
**Motion to accept**

Sign Purchasing Policy adopted at June 27, 2022 meeting  
**No motion required**

American Rescue Plan Act (ARPA) Money  
**Discussion Only**

Minutes and Communications:

1. Town Manager's Report
2. Selectboard Minutes from 6/27/2022
3. Other Communications -
4. Any Other Business Necessary to Come Before the Board

## Selectboard Meeting Agenda Notes and Town Manager's Report:

1. We received the State of Vermont's new education tax rates for Bethel and tax bills will be printed on July 12, 2022 and mailed out by July 14, 2022. The first installment is due August 15, 2022. The overall homestead tax rate is a reduction of 1.64% due to the decrease in school tax. The grand list is down .05% from last year.
2. The Equipment Committee is meeting on Monday at 3 pm at the Town Garage to discuss purchasing another Western Star to replace the 2013 Freightliner, which has been down with repairs and costing us quite a bit to keep on the road. I will have more definite information Monday night.
3. The Town Treasurer is required to submit the annual financial controls checklist to you. It is in your packet.
4. There is a change of roles on the Planning Commission for you to accept.
5. As I expected, Cecil has resigned. He is going to continuing digging graves, however as Cemetery Commissioner's one of you has to locate and mark out the lot. I will need one of you to volunteer to take on this role. Cecil suggested maybe Dave would be willing??
6. You need to sign the purchasing policy copy that you approved last week.
7. Nothing new on the American Rescue Plan money. The RFP's for the sewer pumps and generator are out and due on 7/20/2022.

### Town Manager's Report:

- The Planning Commission continues to move forward with updating our zoning regulations, to increase density and housing opportunities in Bethel. I have written to the State of Vermont to ask them to allow us to add more water users, now that we have completed one major water project and are in full design mode on the next.
- The pool is open and Family Fun Friday's will be happening again this summer!
- Rita Seto (TRORC) and I will be meeting with Vermont Emergency Management regarding a hazard mitigation grant on Campbrook Road. Currently, if approved, the Town is only required to come up with a 10% match. This will be over a \$1M project, so a grant that large will make it "affordable".
- The 11<sup>th</sup> month site visit for the \$2.8M water project will be happening this month. There are currently no issues that I am aware of.
- The new garage doors at the Town Garage should be installed this month.

# TAX RATES FOR 2022/2023

Taxes to be raised for:	Amount	2021/2022	Difference
General Fund	\$2,136,958.00	1.0624	2.08%
Local Agreement	\$8,046.07	0.0040	-2.44%
State Homestead tax rate	1,585,955.04	1.4993	-4.11%
<b>Total Homestead tax rate</b>	<b>2.5657</b>	<b>2.6085</b>	<b>-1.64%</b>

Taxes to be raised for:	Amount	2021/2022	Difference
General Fund	\$2,136,958.00	1.0624	2.08%
Local Agreement	\$8,046.07	0.0040	-2.44%
State Non-Residential tax rate	1,447,852.98	1.5076	-4.79%
<b>Total Non-Residential tax rate</b>	<b>2.5740</b>	<b>2.6284</b>	<b>-2.07%</b>

22/23 Municipal Grand List	\$	2,011,537.92	2,012,499	-0.05%
22/23 Homestead Grand List	\$	1,057,797.00		
22/23 Non-Residential Grand List	\$	960,369.45		

2021 CLA	97.24%
2021 COD	11.19%
Municipal Tax Rate	<b>1.0664</b>

	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033		
<b>Highway Equipment Fund</b>															
Beginning Balance	118,188	18,547	66,972	-20,848	74,182	228,367	-3,593	136,427	181,427	117,052	164,427	-34,323	130,677		
Annual Appropriation	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	155,000	160,000	165,000	170,000		
Proceeds from Borrowing/Insurance	47,092	4,606													
Proceeds from Sale of Equipment	14,250		50,000												
Interest Earned	60	91	20	30	60	40	20						1,000		
Money from Highway GF Budget															
<b>Capital Expenditures</b>															
Replaced 2013 Freightliner w/2021 Western	-198,095														
Replace 2013 Freightliner			-257,840												
Replace 2007 JD Grader															
Replace 2017 Ford F-350						-45,000									
Replace 2019 Trailer /mower					-4,000										
Replaced 2015 Ford F550 w/2021 Chevy 6500	-60,033														
Replace 2017 International						-230,000									
Replace 2016 JD Backhoe															
Replace 2009 Komatsu Loader						-142,000									
Replace 2013 Mobark Chipper				-30,000									-8,000		
Replace 2009 Kabota sidewalk plow															
Replace 2021 Western Star															
Replace 2021 Chevy 6500															
Replace 2020 John Deere Z915EZ	-12,915														
2016 JD Backhoe new transmission		-15,532													
2021 Chevy 6500 Plow		-51,799													
2017 Ford F-350 Plow		-3,941													
Wheeled Excavator Used			-23,000												
Ending Balance	18,547	66,972	-20,848	74,182	228,367	-3,593	136,427	181,427	117,052	164,427	-34,323	130,677	293,677		

Replace trucks every 8 years  
 Replace equipment every 20 years  
 Assuming trade or resale =12.5% of purchase

Internal Financial Controls Checklist for Municipalities – Cities and Towns  
 Document referenced in 24 V.S.A. § 1571(d)

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		<input checked="" type="checkbox"/>		
Do you reconcile bank and ledger balances monthly?		<input checked="" type="checkbox"/>		
Are checks always written to specified payees and not to cash?	<input checked="" type="checkbox"/>			Pam, Diere
Does the same individual open the mail and deposit checks?	<input checked="" type="checkbox"/>			Pam
Are pre-numbered checks used for all bank accounts?	<input checked="" type="checkbox"/>			
Are unopened bank statements delivered directly to the treasurer as received?	<input checked="" type="checkbox"/>			
Do you always provide a numbered receipt for any cash payment made to the town?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Have select board members attended financial trainings?			<input checked="" type="checkbox"/>	
Are bank statements reconciled on a regular basis?	<input checked="" type="checkbox"/>			
Does someone other than the treasurer review bank reconciliations?	<input checked="" type="checkbox"/>			Pam, Diere
Have you deposited town monies anywhere other than a town account?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Diere, Therese
Have you deposited any non-town monies into a town account?		<input checked="" type="checkbox"/>		
Is interest in town accounts apportioned to each account?	<input checked="" type="checkbox"/>			
Have there been any changes in authorized signatures during the fiscal year?	<input checked="" type="checkbox"/>			Trustees of Public Funds
Has a signature stamp ever been used for any town account?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Has there ever been a theft, or unauthorized use of town funds or equipment?		<input checked="" type="checkbox"/>		
Are financial records maintained in a computerized system?	<input checked="" type="checkbox"/>			Diere, Therese
Does the town have written policies and procedures for financial operations?	<input checked="" type="checkbox"/>			
Does each town official have copies of these policies and procedures?			<input checked="" type="checkbox"/>	
Have you attended trainings on recordkeeping?	<input checked="" type="checkbox"/>			
Are checks written by the same individual who approves payments?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Are you a participant in any business which does business with the town?		<input checked="" type="checkbox"/>		
Do you maintain separate pages, columns or running balances for each fund?	<input checked="" type="checkbox"/>			
Do elected town auditors attend financial trainings?				n/a
Are bank accounts and fund balances reconciled on a monthly basis?	<input checked="" type="checkbox"/>			Diere
Does the town loan money to town employees?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of Bethel, Vermont.

Preparer: (signature) Amela Brown (printed name): Amela Brown Title: Town Clerk Treasurer

Received by Select Board (signature): \_\_\_\_\_ on (date): July 11, 2022

## Therese Kirby

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**From:** Zoe Cartwright <zocart1001@gmail.com>  
**Sent:** Thursday, June 30, 2022 11:37 AM  
**To:** Therese Kirby  
**Cc:** Kyle "Darl" Cartwright  
**Subject:** Kyle stepping down from PC

Hi Therese,

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As discussed yesterday evening, we've decided it makes the most sense for me to serve on the Planning Commission while Kyle focuses his efforts on the Recreation Committee and skatepark development, fundraising, and promotion as well as acting as the Bethel liaison to the Ridgeline Outdoor Collective (ROC).

Thank you,  
Zoë & Kyle

To the Town of Bethel,

As of July ~~30~~<sup>1</sup>, 2022, I will no longer be Cemetery Commissioner,

Cecil Washburn

June ~~17~~, 2022

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**PURCHASING POLICY**  
**TOWN OF BETHEL, VERMONT**  
June 27, 2022

**PURPOSE**

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Bethel at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, to align the Town of Bethel's procurements with its Town Plan, and to provide for increased public confidence in the procedures followed in public purchasing.

**AFFIRMATIVE ACTION AND LOCAL PREFERENCE**

Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town, but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. A 10% local preference shall be granted to any business located within twenty miles of the town limits. For purchases funded in whole or in part with federal funding, the Town may not exercise a preference for local businesses

**ENERGY EFFICIENCY**

The Town of Bethel is committed to reducing the environmental impacts of human-made climate change. Whenever possible, consideration will be given to the amount and type of greenhouse gas emissions generated during the use and production of goods and services by the Town. Employees, officers, and agents involved in the procurement and selection of purchases shall make reasonable efforts to obtain goods and services with the highest efficiency, lowest emissions, best recyclability, and longest lifespan.

**CODE OF CONDUCT**

Employees, officers and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- e the employee, officer or agent,
- e any member of his or her immediate family,
- e his or her partner, or
- o an organization which employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for award.

An employee, officer or agent of the Town who is involved in the procurement and selection of a bid or



purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly-warned Selectboard meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

Officers, employees and agents of the Town will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

Officers, employees and agents who fail to follow the above Code of Conduct may be sanctioned or disciplined, to the extent permitted by the Town of Bethel, Personnel Policy.

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Officers, employees and agents must also adhere to the Town's Conflict of Interest Policy for Federal Funds, when expending federal money.

## **DOCUMENTATION**

Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

## **PURCHASING AUTHORITY**

**Purchasing Agents.** The following employees are designated to act as Purchasing Agents for the Town:

- e Town Manager
- o Finance Administrator
- o Highway Foreman
- o Town Clerk/Treasurer
- e Utility Director
- o Employees making incidental purchases with Purchasing Agent approval

Purchasing Agents are responsible for ensuring the best possible price and quality are obtained with each purchase. Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. Purchasing agents shall endeavor to procure supplies, vehicles, equipment, and services with the highest level of energy efficiency and lowest level of greenhouse gas emissions as the price, quality and town infrastructure considerations permit. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

**Incidental Purchases.** Employees who have been designated to act as Purchasing Agents may make purchases of up to \$500 without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town.

**Minor Purchases.** Employees who have been designated to act as Purchasing Agents may make purchases with a value between \$500 and \$4,999 only with prior approval of the Town Manager or his/her designee and are limited to the amount of the budget authorized by the Town. Competitive quotes from at least three vendors should be obtained whenever possible. Purchase orders will be required for all minor purchases. Purchase orders will be issued by the Finance Office and must be approved by the Town Manager or his/her designee, prior to items being purchased.

**Major Purchases.** All purchases of \$5,000 or more shall require prior approval of the Selectboard. The Selectboard shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

For all major purchases with a value up to \$24,999, price rate quotations shall be obtained from at least three qualified vendors to ensure that the Town has received a fair and reasonable price. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town.

Major purchases with a value in excess of \$25,000 must follow a sealed bid process as outlined below.

Purchases at or exceeding \$25,000 or construction projects of any value that are funded with federal dollars must follow a sealed bid process as outlined below and also follow any procurement guidance as outlined in the grant agreement.

If federal funding is used for purchases between \$3,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$150,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

The Selectboard reserves the right, at its sole discretion, to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

**SEALED BID PROCESS.** The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the Town Manager or his/her designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, and advertisements placed in a newspaper of general circulation in the region.

**BID SPECIFICATIONS.** A list of bid specifications shall be prepared and shall be available for inspection at the Town office. Bid specifications may include:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the project or services including quantity, design, and performance features.
5. Bond and/or insurance requirements.
6. A copy of the proposed contract.
7. Any special requirements unique to the project or purchase.
8. Delivery or completion date.
9. For construction projects, performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. This requirement may be waived by the Selectboard if deemed unnecessary. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.
10. For federally funded construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.
11. Language that reserves for the Selectboard the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the Town office.

**BID SUBMISSION.** All bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager and labeled with the name of the project. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

**BID OPENING.** Every bid received prior to the bid submission deadline will be publicly opened and read aloud at the pre-determined public bid opening. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price

contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

**CRITERIA FOR BID SELECTION.** In evaluating bids, the Town will consider the following criteria:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Town.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance, and support.
8. Nature and size of bidder.
9. Contract provisions that are acceptable to the Town.
10. Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

*In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:*

11. For federally funded construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
12. There shall be no preference exercised for local contractors or suppliers.
13. Minority and women-owned businesses must be included in the solicitation list for the request for proposal.
14. The Town will not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

**CHANGE ORDERS.** If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated.

Once a bid has been accepted, if changes to the specifications become necessary, the Town Manager or his/her designee will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

Change orders will be paid at a rate of Contractor's cost plus 10%, unless otherwise approved by the Board.

**EXCEPTIONS.** The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

**Competitive Proposals.** If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Qualifications (RFQ) prepared by the Town Manager or his/her designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

**Sole Source Purchases.** If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

**Recurring Purchases.** If the total value of a recurring purchase of a good or service is anticipated to exceed \$15,000 during any fiscal year, the bid process may be utilized. If utilized, once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process.

**Emergency Purchases.** The Selectboard may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

**Professional Services.** The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services.

Federally funded non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Bethel, Vermont, this 27<sup>th</sup> day of June, 2022 and is effective as of this date until amended or repealed.

Bethel Selectboard:

\_\_\_\_\_  
Chris Jarvis, Chair

\_\_\_\_\_  
Lindley Brainard

\_\_\_\_\_  
Dave Eddy

\_\_\_\_\_  
D. Gene Kraus

\_\_\_\_\_  
Paul Vallee

Town of Bethel  
Selectboard Agenda  
Monday, June 27, 2022  
6 pm @ Bethel Town Hall & via Zoom

Zoom Link Meeting ID: 878 7227 9427 Passcode: 429534 Dial: 1-646-558-8656

6 pm: Chris Jarvis called the meeting to order. Therese Kirby asked to add a second catering request from Babe's Bar for an event on July 9. Paul Valle moved to approve the agenda as amended, seconded and passed.

Present: Lindley Brainard, Dave Eddy, Chris Jarvis, Gene Kraus, Paul Vallee, Therese Kirby, Julie Kraus

Visitors: Elizabeth Britch, Doug Marshall, Joann Marshall, Owen Daniel-McCarter, Robert Gaiko, Janice Punger, Cecil Washburn, Joann Wood, Bucky Isham, Aaron Isham, Nicole Cyr, Chris Scheffler, Brian Wright, Shawn Morse, Scott Robinson, Erica Robinson, Judith Ferland, Barbara Hart, Vivian Caswell, Jamie Daniel and Corey Doughty.

#### Public Comment

A resident spoke of continued zoning violations and other issues on Fire Lane. Therese Kirby noted Dan Mason (ANR) has been contacted to look into the possible septic issue, as the Town does not have septic regulations, we require people adhere to State regulations. Discussion of how zoning violations are remedied. The Selectboard outlined past discussions about police coverage, and the survey that was included in Town Report. Therese state the Town Office had recently provided residents of Fire Line with tax maps, 911 maps and deeds regarding property boundaries. She also stated the Town has limited authority on some aspects of this problem, as Fire Lane is a private road without a road maintenance agreement among the owners and without actual surveys, the property tax maps are based on deed descriptions. She will report back to the next Selectboard meeting on July 11, 2022.

Continued discussion of Cemetery Rules and Regulations including artificial flowers, ornamentation and live plants.

Chris Jarvis reviewed the issue and comments from the previous Selectboard meeting. Elizabeth Britch gave the Selectboard photos she had taken of cemeteries that Chris stated at a prior meeting, did not allow artificial flowers, but her photos showed otherwise. Chris could only state rules located on those town's websites, not about their policing of their rules.

Bucky Isham purchased plots in the late 1970's and read from the rules he was given at that time. Those rules (adopted in 1947) state the following: Flowers removed by July 10. There was a suggestion about hiring a student to help with cemetery cleanup at the end of the summer. There was a recommendation to allow artificial flowers until September. Chris Jarvis noted the amended Rules and Regulations of 2010 state: "Trees and shrubs

shall not be planted in the Town Cemeteries without the consent and/or direction of the Cemetery Foreman." and "All ornamentation will be removed from cemetery property whenever it may become unsightly," Therese Kirby noted responsibilities of the current Cemetery Foreman become overwhelming when many people do not maintain their plots. Joann Wood stated there is an overwhelming amount of work for the Cemetery Foreman to maintain, and that artificial flowers are bad for the environment. She asked the Selectboard to adopt a policy to support the change, of not allowing artificial flowers. Judith Ferland described the work asked of the Cecil and expecting him to pick up artificial flowers that others do not, is not fair. She questions why the town should be responsible for plastic flowers, and agrees with Joann Wood that they are not good for the environment. Joann Marshall spoke and agreed with Judith Ferland. Janice Punger said people would like to put artificial flowers at the cemeteries from Memorial Day to Labor Day, then be required to clean them up within a week of Labor Day. She suggested hiring someone to clean up the flowers at the end of the week that remain. Robert Gaiko puts real flowers on graves, but as he gets older would like the option to place artificial. He offered to organize a work day to clean them up. Paul stated the responsibilities for Cecil for five cemeteries are impressive and the Selectboard is working to change the stipend amount, as they are not adequate. He appreciates the calm, valid discussion and compromise. Brian Wright said 99% of the people don't clean up the flowers they leave, and the cemeteries should probably be checked twice a week. The people present are the minority as they clean up after themselves, the others just leave them behind. Chris Jarvis summarized the request that artificial flowers be allowed between Memorial Day and weekend after Labor Day and there can be a sponsored clean-up day. He suggested a trial run to see if it actually works. Cecil Washburn said that approach was tried 8 years ago and it didn't work. Continued discussion. The Selectboard stated varied opinions, including establishing a committee of volunteers to help with maintenance. Motion made by Chris Jarvis to allow artificial flowers from Memorial Day to Labor Day, secured per Selectboard and Cemetery Foreman Guidelines, with a mandatory cemetery clean-up day the first Saturday after Labor Day. Paul Vallee second. Discussion. So voted.

Gene Kraus spoke about current trends for "natural" or "green burial" noting the current policy does not speak to this issue. Therese Kirby will look into this.

Nicole Cyr, Chair of the Energy Committee and member Chris Scheffler were present to discuss their suggested updates to the Town's Purchasing Policy. Therese had emailed with the Energy Committee and put their edited comments in the updated policy in the Selectboard's packet. Paul Vallee moved to approve the amended Purchasing Policy. Lindley Brainard second, so voted. Therese suggested the Town of Thetford Green Fleet Policy, the Energy Committee forwarded to the Selectboard, be sent to Equipment Committee for their input. Therese Kirby explained the difficulty purchasing equipment right now, as it is in short supply, and the Town has a tight budget. Nicole would like the Selectboard to consider participating in the Regional Energy Coordinator position, as the Energy Committee can only do so much as a volunteer group.

Bethel Historical Society's request to reduce their annual Art Show commission to 10% for 2022 only. Joann Marshall represented the Bethel Historical Society. Past experience was



reviewed, acknowledging that last year the amount given to the Town was \$0 and the prior year was only \$42. She reported on the work regarding the World War II memorial. Paul Vallee moved to discontinue taking any percentage of the art. Gene Kraus second, so voted.

Chris Jarvis moved approve to approve a request from Babes Bar to Cater Malt Vinous and/or Spirituous Liquors on July 28, 2022, from 6 pm to 10 pm at Day Breaks Glass Studio at 285 Main Street. Paul Vallee second, so voted.

Dave Eddy moved approve to approve a request from Babes Bar to Cater Malt Vinous and/or Spirituous Liquors on July 9, 2022, from 8 pm to 12 pm in the parking lot of Babe's Bar for a dance party. Paul Vallee second. Discussion of specific location. So voted.

Dave Eddy moved to accept Louise Ferris-Burt's resignation as Lister effective June 17, 2022, after 22 years of service, with thanks. Paul Vallee second, so voted.

Dave Eddy moved to accept Sullivan, Powers & Co. Letter of Engagement for audit services. Paul Vallee second, so voted.

Resolution for Sale and Disposition of Bethel-Royalton Transfer Station, Asset Purchase Agreement, and Notice of Sale of Municipal Real Estate.

Therese Kirby reviewed the agreement regarding responsibilities of each town. Paul Vallee asked if money from this agreement will go to general fund. Therese Kirby noted they will, unless the Selectboard decides to deposit any of the funds into a capital fund – existing or not, at which time the Selectboard will need to go to voters. Paul asked about the landfill. Therese said per the agreement, as long as the transfer station is in business, they need to budget to pay the closure costs. If they close, we are responsible for our part of closure costs and any environmental issues.

Gene Kraus moved to adopt the Resolution for Sale and Disposition of Bethel-Royalton Transfer Station. Paul Vallee second, so voted.

American Rescue Plan Act (ARPA) Money: continued discussion.

Equipment Committee looking for \$20,000 for next truck purchased. Robert Gaiko continues to request a flashing light be installed to slow traffic on Main Street.

#### Minutes and Communications:

1. Town Manager's Report - See Packet for 6/27/2022
2. Selectboard Minutes from 6/13/2022 – Dave Eddy moved to approve as amended. Paul Vallee second, so voted.
3. Other Communications
4. Any Other Business Necessary to Come Before the Board

Dave Eddy moved to adjourn at 8:49 pm. Paul Vallee second, so voted.

Submitted by,

Julie Kraus

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DRAFT

Planning Commission minutes for June 29, 2022

Present: Adam Sappern, Denise Guilmette, Zoe Cartwright, Eric Webb, Mary Floyd, Kevin Geiger (TRORC), Therese Kirby.

Therese called the meeting to order at 7 pm.

Kevin Geiger (TRORC) had more specific recommendations on CBD, Village and Medium density lot sizes. The focus was mainly on 4.5 through 4.7. Once again trying to focus on increasing housing, housing density and especially affordable housing.

Zoe Cartwright noted she will be the sole committee member between her and Kyle. Kyle has now taken an active roll on other town committees. Eric Webb will submit a letter to become a member of the PC.

The next planning commission meeting will be held at the Town Office and via Zoom on Wednesday, July 27<sup>th</sup> at 7 pm.

Adam made a motion to approve the minutes of 5/24/2022 as printed. Denise second, so voted.

Adam made a motion to adjourn at 8:45 pm. Zoe second, so voted.

Submitted by

Denise

## **Bethel Energy Committee – Meeting Minutes**

Date: 06/14/2022

Time: 5:30PM

Location: Bandshell

Attendees: Nicole Cyr, Scott Putney, Casey Hess, Vincent, Gene

### **Meeting called to order at 5:33PM**

June Draft Meeting Minutes

The agenda was approved. No meeting minutes were submitted from last meeting, and therefore could not be approved.

Casey's last meeting.

Nicole went over the stated goals of BEC.

Nicole discussed chair transition and the idea of a co-chair model moving forward.

### **Forward Fest**

Scott attended the FF meeting last week. The attendees of that meeting discussed logistics. Scott will be following up with more specific information as FF approaches. There may be live music at the car show. Still pending.

The BEC discussed extending the car show to overlap with other events in town. The committee also decided to shift the time of the event from 10am-3pm to 11am-4pm and start setting up at 9am.

Nicole suggested an online shared document to notate confirmed vendors. Chris and Casey (if Chris needs assistance) to contact EV vendors. Scott and Vincent (if Scott needs assistance) will contact electric appliance vendors. The group discussed featuring an EV on the lawn near the bridge in Bethel near the bandshell. Could be a hybrid or an EV if a resident agrees to display.

### **WindowDressers**

Casey updated the group on the Randolph WindowDressers build. They need measurers, volunteer, and outreach assistance. The group suggested giving WindowDressers a space at Forward Fest.

### **E Mail List**

Nicole updated the group on the e mail list. The group reviewed the mock newsletter and agreed it looked and worked well. Follow up with Therese on the town's social media policy implications with regard to a BEC newsletter. There should be a designated media BEC member to field contact from the public. There should be a shared e mail and password used by the designated person.

### **Member Roles and Terms**

Casey – leaving in August.

Chris – current secretary, has been secretary for two years.

Nicole – current chair, has been chair for 3 years

Co-chairs Chris and Nicole?

The BEC began discussions on how to develop and share documents and transitions of roles. Also discussed recruitment plan (flyers, job postings, Facebook, Front Porch Forum, display at Forward Fest, tagline “here is how to join...,” business cards(?)).

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**Meeting Adjourn at 7:20**

## **Bethel Community Forward Festival Committee Meeting**

The Bethel Community Forward Festival Committee Meeting was called to order at 5:30 pm on June 8, 2022 at the Bethel Library by Mary Floyd.

Present: Mary Floyd, Barbara Nickerson, Cathy Day, Jamie Coogler, Kyle Paquin, Ele Griffin, Scott Paulson, Barbara Smith, Rebecca Stone, Scott Putney

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**Agenda-**The Agenda was distributed.

- **Finance-** need to verify our account balance with the Town finance office.
- **Entertainment-** Scott and Barbara are working on the entertainment for 10am -3pm on the Common. They are looking to do something different, no steel drums this year. Babes: Jesse is working on the downtown, 3 to 10 pm activities in their parking lot. Live Music, Food Trucks, Raffles and More. Scott and Barbara will consult with Jesse at Babes about entertainment.
- **Activities:** The Recreation Committee is going to do a 5K race on the Saturday morning of the Festival starting at 9am at the Rec Center or the school.  
Downtown: Drive Electric in the Mascoma Parking Lot; Art Show in Town Hall; Pony Pull at the Tracy's Pleasant Street field. Sunday: possible Bike Riding Demonstration.
- **Food:** BVFire Department is planning on doing BBQ chicken again. Knights of Columbus will have a booth with breakfast sandwiches on the Common from 7:30 to 11AM. Catholic Daughters are having a Chicken Pie Dinner at 5pm. Barbara will begin communications with vendors. She and Mary will rewrite and update the vendor letter.
- Rebecca Sanborn Stone-spoke with the group about **Bethel for All** and incorporating all the planning for the town into the Festival. They may be having a demonstration of the concept of the Better Parks and Trails available for the day.
- **Transportation-**There were suggestions of getting in touch with Tri-Valley or having a hay wagon or golf carts to transport people safely with parking at the school..
- Discussion: **Fundraising-** working on raffle items. And sending out sponsor letters to local financial institutions..
- **Advertising:** We need to pin down all the activities so we can get a poster made and printed, hopefully by July.
- Meeting was adjourned at 6:56. The next meeting will be at 5:30 on July 13, 2022, at the Bethel Library.

# Volunteer Spotlight

## Mary Floyd



Teacher, Mom, Grandmother, Business Owner, VOLUNTEER, quilter. These are just SOME of the titles Mary has or has had. Mary has owned a business in Bethel, resided in Bethel and raised a family in Bethel. Mary has volunteered in Bethel in some way or another for over 30 years! She has played a HUGE roll in the Bethel Forward Festival and is currently the Chair of the Conservation Committee. Mary is always willing to help or support anything that will benefit our town. She is a huge asset to the community and is the perfect example of what Volunteerism means and represents. Thank you, Mary, for all you have done and continue to do for our community!

*"Mary is hardworking, open-minded, warm and deeply rooted in Bethel. She is always looking to learn more about our history, and our land and she is constantly working to make things even better for the people who live here." ~ Emily Miller-Conservation Committee/Resident*

*"Mary is a wonderful person, and an amazing community resource. After spending decades teaching our youngest citizens in the Bethel schools, Mary has been using her "retirement" channeling her significant energy into supporting local committees and other local missions. During her time on Bethel's Conservation Commission, she has been a fierce advocate to protect our town forests, and conserve natural resources such as the field/floodplain now known as "Carla's Meadow". Mary's extensive historical knowledge has lent itself to preserving the history of Bethel, most recently in the form of the Women's History Fair in the Fall of 2021. She has also been instrumental in the rebirth of our treasured Forward Festival, and continues to serve on the committee that organizes that event. Though slightly outside the borders of Bethel, Mary has also spent years in many different roles with Gifford's Thrift shop, but these days she can be found sorting and valuing donations of vintage lace, linens, and quilts intended for sale in the shop. Thank you, Mary, for all you do to support our vibrant, active Bethel community."*  
~Lisa Campbell-Conservation Committee-Bethel Resident