

Town of Bethel
Selectboard Meeting
Monday, March 8, 2021
via Zoom at 6 pm

[Click here to join meeting](#) Meeting ID: 840 0545 4587 Passcode: 067603
To call in, dial: 1-646-558-8656

6 pm Town Manager calls meeting to order

**** Motion to appoint Selectboard Chair for one year. ****

Motion to accept agenda

Public Comment

Appointments:

6:30 pm – Ele Griffin – Recreation Committee’s request to hold coin drop on May 29, 2021

Organizational Motions:

Motion to name The Herald as Newspaper of Record.

Motion to designate the Town Clerk’s Office, Town Manager’s Office and Bethel Public Library as physical locations to post meeting notices.

Motion to authorize a Board member to sign orders (a/p & payroll) on behalf of the Town.

Motion to readopt the Rules of Procedure

Motion to advertise for the 3 year Lister Position and/or Assessor.

Wayne Townsend’s resignation from the Planning Commission

Motion to accept

Appoint Adam Sappern to Planning Commission for 3 year term

Motion to appoint for 3 year term

Annual Financial Plan for Town Highways

Motion to accept

Town Road and Bridge Standards

Motion to adopt

Request to hold Hazardous Waste Day on 4/17/21 at Transfer Station

Motion to approve

Cockadoodle Pizza 1st Class Liquor License Renewal

Motion to approve

Policy Regarding Road Postings

Motion to adopt

Fundraising Policy

Motion to amend

Social Media Policy Draft #2

Discussion only

Minutes and Communications:

1. Town Manager's Report
2. Selectboard Minutes from 2/22/2021
3. Other Communications
4. Any Other Business Necessary to Come Before the Board

Town Manager's Report for the March 8, 2021 Meeting:

- ‡ This agenda looks daunting, but the majority is just motions. This is also the one meeting a year that I call to order. The first motion will be for one of you to make a motion to appoint a Chairperson for the upcoming year.
- ‡ Ele has requested a 6:30 appointment due to her work schedule, so I put in Public Comment before her appointment. If we don't have anything there, you may have to move on and circle back to her at 6:30 pm. In regards to her request to hold a coin drop, the Governor is allowing it, but part of her approval should be requiring her to adhere to all COVID precautions in effect at the time of the coin drop.
- ‡ The organization motions are standard for all Selectboard's in Vermont. Reappointments for Fence Viewer, etc. will take place at our next meeting or the first one in April. Kelly is reaching out to people who hold those titles now to see if they are willing to continue.
- ‡ There is a vacancy in the 3 year Lister position we need to address. Knowing Louise is going to retire by July, we should discuss advertising for a Lister and an assessor.
- ‡ I would like the Board to consider having each one of you be a liaison to a committee. For example, Dave Eddy is on the BRTS Board, so is Lindley for now, but she also attends the Equity & Inclusion Committee meetings. That leaves the Conservation Commission, Recreation Committee, and Planning Commission.
- ‡ The next two items are accepting a resignation and appointing someone new to the PC. Adam attended our last meeting and will be a great fit. I should also add here, that Gene is no longer a voting member of the PC, as he is a Selectboard member now. The PC is now: Rick Benson, Kyle Cartwright, Adam Sappern and myself. Zoe Cartwright is an alternate.
- ‡ The Annual Financial Plan for Town Highways and the Town Road and Bridge Standards are something you need to adopt each year in order for us to qualify for grants.
- ‡ The hazardous waste day permission is something the Transfer Station seeks each year from Bethel and Royalton. I believe it is part of the State's requirements.
- ‡ Cockadoodle's liquor license renewal is standard. They do not have an outside consumption permit.
- ‡ The Policy Regarding Road Postings is something we have talked about for a while and had agreed we needed to deal with it before mud season, so here it is. VTRANS dropped off 60 signs today for us to use to post roads.
- ‡ Our efforts to continue updating policies continues. This meeting it is the Fundraising Policy from 1999. I have included the copy showing the changes I made and a clean version.
- ‡ We are now on our 2nd draft of the Social Media Policy. This is an 11 page policy, so I don't think you need to go through it with detail at the meeting. What I would really like is for you to read it and email me or drop off your copy to me marked up with questions/comments/suggestions, etc. I appreciate all the feedback I received

the first time and have incorporated all suggestions. I am hoping we can adopt it at our next meeting.

- ✦ For anyone interested in attending the 2021 Virtual Selectboard Institute, please sign up on VLCT's website. We are a member of VLCT PACIF, so will be billed at a reduced rate. New Board members are always encouraged to take it and I have heard great things about it. It is also a good refresher for all Board members.
- ✦ I have provided you a copy of the RFP I have issued for architectural services as we agreed to at a prior meeting. A big thank you to Lucien Hinkle (longtime resident) for all of his help.
- ✦ Good news...we received a Municipal Roads Grants-in-aid grant for ditching and culvert replacement on Sanders Road, for \$29,760. We need to have the work completed by 10/31/2021.
- ✦ I will also be holding the closing on the Sugar Hill Property this month. A date has not yet been set.

TOWN OF BETHEL APPLICATION TO CONDUCT A CHARITABLE SOLICITATION ON TOWN HIGHWAY

Name of Nonprofit Organization Bethel Recreation Com.

Applicant Name Ele Griffin Telephone 234-9340

Address 134 So Main Town Bethel Zip 05032

I/We request permission to conduct a solicitation on 5/29/2021, Town Highway No. _____, between _____ and _____, (indicate nearest cross streets and/or landmarks).

Date of Solicitation 5-29-2021 Time _____

Attached is a certificate of insurance verifying that the organization possesses Worker's compensation insurance, if required by Statute; Automobile Liability Insurance with limits not less than \$300,000.00 Combined Single Limit and Commercial General Liability Insurance coverage with limits not less than \$300,000.00 per occurrence naming the Town of Bethel as an additional insured.

I/We agree to comply with any and all participant and traffic sign requirements attached to the permit.

Signature of Applicant Date

Town Manager's Office:

Date Received _____ Received by _____

Board of Selectman: Approve _____ Deny _____

Board Chair Date

Conditions

1. No solicitation will be conducted during night-time hours, or during rain or snow storms
2. No one under the age of 16 years of age will be allowed to participate in the solicitation
3. The sponsor agrees in writing to comply with any and all attached participant and traffic safety requirements. A typical layout with required signs is attached. Applicant must provide required signage.
4. Completed permit application must be submitted in a timely manner for consideration by the Board of Selectmen.
5. Town Manager's Office must approve the set up prior to the solicitation.
6. Required use of traffic cones or barrels to channel traffic.
7. No traffic control devices shall be set to require travelers to stop and no verbal or written implication shall be given that failure to stop is illegal.
8. All participants must wear reflective vests.
9. The name of the organization in question shall be on a banner or sign.
10. No sales are to be made during the solicitation.
11. The solicitation shall not take place within 750 feet of an intersection.
12. Violation of any of the above will result in immediate cancellation of permit.

**SAFETY CONDITIONS ATTACHED TO APPLICATIONS FOR AUTHORITY TO
CONDUCT A SOLICITATION ON A STATE HIGHWAY**

- 1) **Signs** shall be a minimum of 36"x 36" in size and in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). Sign stands shall be crashworthy meeting the National Cooperative Highway Research Program (NCHRP) 350 Report requirements. *Signs and stands to be provided by the applicant.*
- 2) *28" Traffic cones or drums* meeting requirements the MUTCD shall be used to channel traffic.
- 3) No traffic control devices shall be set to require travelers to stop, and no verbal or written implication that failure to stop is illegal shall be given.
- 4) No solicitation shall take place on any portion of a State highway with posted speed limits above 35 mph, nor within 1500 feet of a speed zone in excess of 35 mph.
- 5) The solicitation should not take place within *750' of an intersection*, nor within 1500 feet of a jurisdictional change (State line or State highway limit), unless specifically approved by the DTA or legislative body.
- 6) Everyone involved shall wear *reflective vests (ANSI 107-1999 standard performance for Class 2 risk exposure)*.
- 7) The *name* of the *organization* in question shall be on a *banner or sign*.
- 8) No solicitations on limited access highways.
- 9) *No sales* are to be made to anyone stopped.
- 10) Other _____

BETHEL SELECTBOARD RULES OF PROCEDURE

- I. **Purpose:** The Selectboard of the Town of Bethel is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 VSA §§ 310-314. Meetings of the Selectboard of the Town of Bethel must be open to the public at all times, except as provided in 1 VSA § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard. 1 VSA § 312 (g).
- II. **Application:** This policy setting forth rules of procedure for Selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Bethel Selectboard.
- III. **Procedures:**
 1. The chair of the Selectboard, or in the Chair's absence, the vice-chair, shall chair all Selectboard meetings. If both the chair and the vice-chair are absent, a member selected by the board shall chair the meeting.
 2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 VSA § 312 (h).
 3. A majority of the members of the Selectboard shall constitute a quorum. If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.
 4. At the beginning of each Selectboard meeting, there shall be 15 minutes afforded for open public comment. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.
 5. Public comment on issues discussed by the Selectboard, if not offered during the open public comment, if permitted, shall be limited to 2 minutes, unless majority vote, the Selectboard sets a different time limit.
 6. Each Selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the Selectboard. Those who wish to be added to the meeting agenda shall contact the Town Manager or the Selectboard chair to request inclusion on the agenda. The Selectboard chair shall determine the final content of the agenda.
 7. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Selectboard, the order of items to be considered and/or the time allotted may be modified.
 8. Motions made by board members do not require a second. The Chair of the Selectboard may make motions and may vote on all questions before the board.
 9. There is no limit to the number of times a Selectboard member can speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
 10. Any Selectboard member may request a roll call vote.
 11. Meetings may be recessed to a time and place certain.
 12. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.

13. These rules may be amended by majority vote of the Selectboard, and must be readopted annually at the organizational meeting.

Wed 3/3/2021 10:35 AM

Sorry to say. But I need to submit my resignation on the planning commission. Something has come up. And I will no longer have time to attend. Thank you.

Wayne D Townsend

Therese Kirby

From: Adam S <asappern@gmail.com>
Sent: Friday, February 26, 2021 4:12 PM.
To: Therese Kirby
Subject: Planning Commission

Therese,

Thanks to you and the Planning Commission for allowing me to observe the joint meeting with the DRB last night. I'd like to seek an appointment from the Select Board to formally join the PC if there is consensus that additional voices would be welcome. I understand the term is for three years.

I would look forward to your offering my name up as a candidate for the Commission at your earliest possible convenience.

Many thanks.

Sincerely,

Adam Sappern

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Town of Bethel Fiscal Year 2022 Begin 7/1/21 End 6/30/22

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 0.892	\$ 10,378.31
Class 2 11.940	\$ 51,022.17
Class 3 56.220	\$ 89,264.72
Town Tax Funds - 19 V.S.A. Section 307	\$ 770,853.80
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$ 921,519.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 380,933.55
Non-Winter Maintenance	\$ 465,585.45
Major Construction Projects	
a. <i>Town garage loan payment</i>	\$ 75,000.00
b.	\$
c.	\$
TOTAL	\$ 921,519.00

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.
 TA-60 Rev 09-13

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)
(page 2)

TA-60

We, the Legislative Body of the Municipality of Bethel certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least \$300.00
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

Date: _____
District Transportation Administrator

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Bethel certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on March 8, 2021.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

(Duly Authorized Administrator)

Date: _____

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

White River Alliance
134 South Main St
Bethel, VT 05032

March 3, 2021

Selectboard
Town of Bethel
134 South Main St.
Bethel, VT 05032

Dear Bethel Selectboard,

I am writing to request the use of the transfer station property on Saturday, April 17, 2021 for a Household Hazardous Waste Day event. Clean Harbors Environmental Services has been contracted to provide collection and transportation services for this event. Events such as these are held with state approval and keep us compliant with our Solid Waste Implementation Plan (SWIP).

I would like to thank you for your cooperation in past events and look forward to another successful event this year.



Jenn Bartleman

Facility Manager

White River Solid Waste Alliance

802-763-2232

whiteriveralliancemanager@gmail.com

Request for land owners permission for Household Hazardous Waste
Collection Event **April 17, 2021**

Land Owner Town of Bethel

Location 122 Waterman Rd.
 Royalton, VT 05068

Land Owner Signature _____

Date _____

2021 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

6609-001-1RST-001
Page 1

License Year Beginning May 1, 2021 ending April 30, 2022

Fee: \$230.00 of which
\$115.00 is paid to town/city
\$115.00 is paid to DLC
Town: 14020 - BETHEL

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS
FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Olyfisher, LLC
Doing Business As:

Licensee # 6609- 1

Cockadoodle Pizza Cafe
235 Main Street
Bethel VT 05032
Telephone: (802) 234-9666

Mailing Address:
PO Box 146
Bethel VT 05032

PLEASE INCLUDE EMAIL ADDRESS: jencockadoodle@gmail.com

Description of Premises:

Restaurant/Pizza place in a two story brick constructed building
located at 235 Main Street, in the Town of Bethel, Vermont.

Lessor:

Emerson Block Real Est. LLC
Bethel VT 05032

Last Enforcement Seminar: 11/12/2020

Filed Articles of Organization: **Yes**

Date Filed: 07/03/2007

Federal ID Number: 83-2226922

Majority of Members are US Citizens: **Yes**

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Limited Liability

Company	Name	Address	Town/City	State	Zip Code
Member	1. Staff, Jennifer	1022 Thayer Road	Braintree	VT	05060
Member	2. Staff, Jeffrey	1022 Thayer Road	Braintree	VT	05060

Has any person been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law
(including traffic tickets by mail) during the last year? Yes No

If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any person held any elective or appointive state, county, city, village or town office in Vermont
(See VSA, T.7, Ch.9, Sec. 223)? Yes No

If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 13939

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: 440-208939295F-01

Disclosure of Non-profit Organization?: Yes No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor and Lottery Control Board may obtain criminal history record information
from State and Federal record repositories.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full
compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date
of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with
respect to child support or are in full compliance with a plan to pay any and all child support payable under a support
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good
standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of
contributions due to the Department of Employment and Training.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2021 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

6609-001-1RST-001

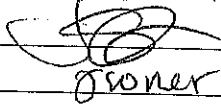
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 25 day of February, 2021

Signature of authorized agent
of, corporation, company, club or association

Signature of individual or partners



OWNER

(Title)

Are you making this application for the benefit of any other party? Yes No

----- LOCAL COMMISSIONER SECTION BELOW -----

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of _____.

Total Membership _____, _____ members present

Attest, _____, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:
DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602

If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second class license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312

POLICY REGARDING ROAD POSTINGS
Bethel, Vermont

The Town of Bethel, in accordance with Rule 118-4 of the Vermont Transportation Board, limits the weight of vehicles traveling on "Posted Roads".

In order to prevent the abuse of any highway, or portion thereof, posted under the provisions of these Sections from November 15th to December 31st, and from January 1st to May 15th, inclusive, in each year, or until adoption and announcement of any modifications of said rules, no vehicle having a weight, including vehicle and load, in excess of the weights specified below, shall be operated on any part of the following classes of highways, which are posted under the provisions of these Sections:

All Town Roads are "Posted Roads".

Weight Limits for "Mud Season" (Nov. 15th-Dec. 31st & Jan. 1st-May 15th)

	State Highways	Town Highways (classes 1, 2, 3, and 4)
Two-axle Trucks	20,000 lbs	15,000 lbs
Three-axle Trucks	30,000 lbs	18,000 lbs
Tractor Trailer Trucks	40,000 lbs	20,000 lbs

Excess Weight Permits DO NOT Supersede Posted Road Mud Season Weight Limits.

The operation of a vehicle in excess of the posted weight limit of a town highway is a statutory traffic violation for which the operator may be issued a state traffic ticket from a law enforcement officer. The Town may also sue the operator for the cost of repairing the damage to a road.

Certain vehicles are exempt from weight restrictions, even when those weight limits are imposed to protect roads during mud season. Exempt vehicles include municipal fire-fighting, construction machinery as well as agricultural service vehicles.

This policy is adopted at a duly warned meeting on March 8, 2021, by the Bethel Selectboard.

State of Vermont
Office of the Secretary
219 North Main Street, Suite 101
Barre, VT 05641
vtrans.vermont.gov

[phone] 802-476-2690
[fax] 802-479-2210
[ttd] 802-253-0191

Agency of Transportation

Rule 118-4

To Whom It May Concern,

In accordance with Title 19, Vermont Statutes Annotated, Sections 1109-1110, the Transportation Board has made and promulgated a rule to prevent the abuse of highways from November 15th to December 31st and January 1st to May 15th inclusive, in each year, or until adoption and announcement of any modification to the rule, two copies of which are enclosed herewith. In accordance with Section 12 of Act no. 246 of 1990, this rule is now administered by the Agency of Transportation.

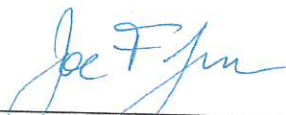
In reading over these Sections you will note:

- a) This rule does not become effective in a particular town until it has been filed with the Select board, and
- b) Posted by the Select board in two public places, such as bulletin board at the Town Hall, or the office of the Town Clerk or Town Treasurer. Posted on privately owned property does not, in most cases, meet the legal requirements. The attached rule is sent to you for this purpose, if you have occasion to use it.
- c) The road to be protected must also be posted at each end with suitable conspicuous notices.

	Town Highways (Classes 2, 3 and 4)
Two-axle trucks	15,000 lbs
Three-axle trucks	18,000 lbs
Tractor-trailer units	20,000 lbs

If there are any roads in your town on which it is advisable to limit the loads from November 15th to December 31st and January 1st to May 15th, it will be necessary for you to post these two notices as outlined above. The conspicuous notices for each end of the road affected may be procured from your District Transportation Administrator.

Vermont Agency of Transportation
Barre, VT

By 
Secretary of Transportation

Date 01/21/2021
Rule 118-4

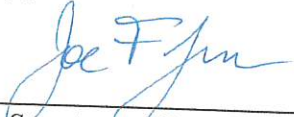
NOTICE

Pursuant to the Title 19, Vermont Statutes Annotated, Sections 1109-1110, the State Transportation Board has made and promulgated the following rule, now administered by the Agency of Transportation, in accordance with Section 12 of Act No. 246 of 1990.

In order to prevent the abuse of any highway, or portion thereof, posted under the provisions of these Sections from November 15th to December 31st and from January 1st to May 15th, inclusive, in each year, or until adoption and announcement of any modifications of said rules, no vehicle having a weight, including vehicle and load, in excess of the weights specified below, shall be operated on any part of the following classes of highways, which are posted under the provisions of these Sections:

	State Highways	Town Highways (Classes 2, 3, and 4)
Two-axle Trucks	20,000 lbs	15,000 lbs
Three-axle Trucks	30,000 lbs	18,000 lbs
Tractor Trailer Units	40,000 lbs	20,000 lbs

Vermont Agency of Transportation
Barre, VT

By 
Secretary of Transportation

Date 01/21/2021
Rule 118-4

Town of Bethel, Vermont

Fund Raising Policy

This policy is implemented to provide for the following considerations:

1. Considered a political subdivision by IRS 170 (c) (1), the Town of Bethel is obligated to protect the charitable contributions made by parties who may seek to receive personal tax credit by contributions that are made exclusively for public purposes, and
2. As a public body, the Town of Bethel is obligated to make a complete accounting to the public of all funds donated or contributed by parties who hold the understanding and intent that such funds are to become public funds exclusively for public purposes, and further
3. It is the role and responsibility of the Selectboard to submit budgets to the voters of the Town of Bethel, such that the voters may approve both the level of funding for all Town departments and the purpose(s) for which the required tax levy is applied, thus it is necessary for the Selectboard to be aware of all fund raising activities and their purpose.

IT IS THEREFORE RESOLVED that the following policy shall be set in place and be applicable as of this date to all employees, officers, officials, departments, committees and Boards of the Town of Bethel, in addition to any other existing policies, practices and procedures:

1. Town employees, officers, officials, departments, committees and boards shall not engage in fund raising activities on behalf of the Town without the prior approval of the Selectboard, and will be subject to any conditions on the conduct of the activity the Board deems appropriate. All funds collected in connection with any fundraising activity conducted on behalf of the Town shall be public funds of the Town of Bethel and shall be paid to the Town Treasurer for the deposit in an account of the Town.
2. Town employees, officers, officials, departments, committees and boards shall not engage in fund raising activities which in any manner suggest that such fund raising is being conducted on behalf of the Town when, in fact, the funds collected are not to be paid to the Town Treasurer.

Adopted and declared effective this 22nd day of February, 1999. Amended March 8, 2021

Chris Jarvis
Paul Vallee

Lindley Brainard
Gene Kraus

David Eddy

Town of Bethel, Vermont

Fund Raising Policy

This policy is implemented to provide for the following considerations:

1. ~~As municipal corporation having tax exempt status~~ ^{subdivision} Considered a political subdivision by IRS 170 (c) (1), the Town of Bethel is obligated to protect the ~~integrity of donations and charitable~~ contributions made by parties who ~~will~~ may seek to receive personal tax credit by ~~such donations~~ and contributions that are made exclusively for public purposes, and
2. As a public body, the Town of Bethel is obligated to make a ~~true~~ true complete accounting to the public of all funds donated or contributed by parties who hold the understanding and intent that such funds are to become public funds exclusively for public purposes, and further
3. It is the role and responsibility of the Selectboard to submit budgets ~~and schedules for replacement of equipment~~ to the voters of the Town of Bethel, such that the voters ~~can~~ may approve both the level of funding for all Town departments and the purpose(s) for which the required tax levy is applied, thus it is necessary for the Selectboard to be aware of all fund raising activities and their purpose.

IT IS THEREFORE RESOLVED that the following policy shall be set in place and be applicable as of this date to all employees, officers, officials, departments, committees and Boards of the Town of Bethel, in addition to any other existing policies, practices and procedures:

1. Town employees, officers, officials, departments, committees and boards shall not engage in fund raising activities on behalf of the Town without the prior approval of the ~~Board of Selectman~~ Selectboard, and will be subject to any conditions on the conduct of the activity ~~that~~ the Board deems appropriate. All funds collected in connection with any fund-raising activity conducted on behalf of the Town shall be public funds of the Town of Bethel and shall be paid to the Town Treasurer for the deposit in an account of the Town.
2. Town employees, officers, officials, departments, committees and boards shall not engage in fund raising activities which in any manner suggest that such fund raising is being conducted on behalf of the Town when, in fact, the funds collected are not to be paid to the Town Treasurer.

Adopted and declared effective this 22nd day of February, 1999. Amended March 8, 2021,

By the Board of Selectman:

Bruce McCullough _____	Chris Jarvis _____
Frank Taplin _____	Lindley Brainard _____
John Washburn _____	David Eddy _____
_____	Paul Vallee _____
_____	Gene Kraus _____

draft #2

Social Media Policy Bethel, Vermont

Section 1: Title and Authority.

This policy shall be known as the Bethel Social Media Policy (hereafter "policy"). It has been adopted by the Town of Bethel Selectboard pursuant to 24 V.S.A. §§ 1121, 1122, and 872.

The Selectboard reserves the right to amend any of the provisions of this policy for any reason and at any time, with or without notice. This policy is administered by the Selectboard or their authorized representative(s)/designee(s).

Section 2: Purpose.

The purpose of this policy is to provide standards and procedures for the appropriate use of municipal social media platforms when conducting municipal business. This policy gives direction to municipal employees, elected officials, volunteers, appointees, public bodies, and other authorized users of municipal social media. This policy also creates guidelines for any public user who accesses or posts content on the municipality's social media.

This policy applies to the three (3) Selectboard approved platforms, Facebook, Front Porch Forum and the official Town of Bethel website. We acknowledge that social media is an evolving communications tool and that new platforms may become available over time, so this policy may be amended as needed to include other Selectboard approved social media platforms. The municipality may utilize social media to communicate information related to the business of the municipality directly to the public, including operations and services provided by the municipality. The municipality allows the use of social media to further the goals of the municipality, the missions of its departments and public bodies, and to contribute to the overall vibrancy of its community. However, they do not wish social media to supplant or replace dialogue at duly warned public meetings.

The municipality has an overriding interest in deciding what is published on behalf of the municipality through social media and in establishing guidelines for the use of municipal social media by municipal officials and the public.

Section 3: Definitions.

The following definitions shall apply to this policy:

Content means any post, writing, comment, remark, response, material, document, photograph, graphic, or other information of any kind, regardless of form that is created, posted, shared, distributed, or transmitted via the municipality's approved social media platforms.

Designated agent means an individual designated by the Selectboard to receive and respond to notifications of claimed copyright infringement. Once named, the municipality must designate the agent with the United States Copyright Office.

Municipality means the Town of Bethel.

Municipal electronic equipment means all municipally owned electronic equipment – including computers, cell phones, smart phones, pagers, any associated hardware or software, and any other municipal equipment – that may be utilized to send or receive electronic communications.

Municipal official means an employee of the municipality, public official, whether elected or appointed, or a municipal volunteer.

Municipal social media or municipal social media platform means the official social media platforms approved by the Selectboard. Those are currently Facebook, Front Porch Forum and the Town of Bethel's official website.

Municipal social media moderator or moderator means an individual(s) designated by the Selectboard or Town Manager to monitor, manage, and oversee municipal social media content.

Municipal website or official municipal website means the official website or domain of the municipality of www.townofbethelvt.com.

Social media platform or social media means the approved information-sharing platforms of Facebook, Front Porch Forum, and the municipal website, on which online content and dialogue around specific issues or area of interest are created by or for the Town of Bethel.

User means a member of the general public who accesses, posts, creates, distributes, shares, or transmits content to the approved municipal social media platforms.

Section 4: Account Management.

Municipal officials may only establish municipal social media sites on behalf of the municipality after approval by the Selectboard. The Selectboard will review all requests to create new municipal social media sites. They also have the sole authority to establish new accounts, authorize their use and terminate municipal social media accounts. In this role, the Selectboard will evaluate all requests for creation of a new account, verify the staff authorized to use the account and confirm completion of online training for social media, if deemed necessary. The Selectboard and Town Manager will also be responsible for maintaining a list of all social media platforms in use, the names of all administrators of these accounts, as well as the associated usernames and active passwords.

All municipal social media platforms shall be created by a duly designated municipal official with the approval of, and under the direction of, the Selectboard. It shall be published using an approved municipal social networking platform.

Section 5: Municipal Social Media Moderator.

The Selectboard shall designate a municipal social media moderator for each municipal social media account, to monitor, manage, and oversee all content on each social media platform to ensure adherence to this policy, including appropriate use, and messaging that is consistent with the interests and goals of the municipality. Any content edited or removed by the municipal social media moderator must be retained in accordance with the relevant public records retention schedule. The edit or removal shall be accompanied by a description of the reason such content was deemed unsuitable for posting along with the time, date, and identity of the poster, when available.

The Municipal Social Media Moderator, or his/her authorized representative, retains the sole authority to remove content from the municipality's official social media site.

Wherever possible, content the municipality posts to the municipality's Facebook page or in a Front Porch Forum post, will also be available on the municipality's official website. Municipal social media should complement rather than replace the municipality's existing website resources whenever possible. Content posted on the municipality's social media sites should contain links directing users to the municipal's official website for additional information, forms, documents, or online services necessary to conduct business with the municipality.

All municipal social media platforms shall clearly indicate they are maintained by the Town of Bethel. They shall prominently display necessary contact information of the municipality. All municipal social media platforms shall include the following notification:

"This is the official Facebook Page (or website) for the Town of Bethel, Vermont [list any specific committee or department name here as well]. If you are looking for more information about the municipality, please visit the official municipal website at www.townofbethelvt.com. The purpose of this social media platform is to provide general public information only. If you require a response from the municipality or wish to request a municipal service, please visit www.townofbethelvt.com

or contact the municipality at 802-234-9340 or at betheltownoffice@comcast.net."

Section 6: Conduct of Municipal Officials.

Those persons designated and authorized to utilize the Town's authorized municipal social media sites, do so with the understanding they represent the municipality via these social media outlets, and must always conduct themselves appropriately. Municipal officials must also consider content carefully, understanding it will be widely accessible, not retractable, and retained or referenced for a long period of time. The municipality expects its officials to be truthful, courteous, and respectful toward their colleagues, residents, customers, members of the general public, and other persons associated with or who do business with the municipality.

Municipal officials' use of municipal social media shall comply with this policy as well as with any other relevant policies, its charter provisions, rules, and regulations.

Official Use of Municipal Social Media Platforms. Municipal officials who use the Town's authorized municipal social media sites in their official capacity, in the scope of their employment, whether as a municipal social media moderator or a municipal official, must:

- Make the official's name and title available when they post content in their capacity as a municipal official. Municipal officials may only post and respond to content on those matters that fall within their job description or statutory roles and responsibilities.
- All posts must be preapproved by an official Town committee, an employee's immediate supervisor, or a quorum of the public officials governing body. Keep postings factual, accurate, and as up to date as possible. If a mistake is made, admit to it and post a correction as soon as possible.
- When providing content, be sure the content is meaningful, respectful, and relevant.
- Never post content on anything related to legal matters, litigation, or any parties with whom the municipality may be in litigation without prior specific approval from the Town Manager.
- Municipal officials are expressly prohibited from disclosing any information via content posted to municipal social media that may be confidential.
- Refrain from expressing personal opinions or positions regarding policies, programs, or practices of the municipality, its officials, or other public agencies, political organizations, private companies, or non-profit groups on a municipal social media platform. Under no circumstances should a municipal official post, or direct another municipal official to post, a personal opinion or statement held by an individual municipal official on a municipal social media platform.

Information posted to municipal social media is public and is subject to Vermont's Public Records Law, Open Meetings Law, and all other applicable laws, rules, policies, municipal charter provisions, and regulations. Municipal officials should have no expectation of privacy regarding the information posted on municipal social media.

The Selectboard, Town manager or there designee may monitor the content posted by

municipal officials and the public on each of the municipality's social media sites to ensure it complies with this policy for appropriate use and messaging, and to be sure it is consistent with the goals of the municipality. All authorized municipal officials must be provided with a copy of this policy and sign the Acknowledgement of Official Use by Municipal Officials form (see Addendum A) prior to utilizing official municipal social media sites.

Section 7: Designation of Social Media Platforms.

For each of the municipality's social media platforms, the Selectboard has identified and designated the type of speech forum, its purpose, and rules, as follows:

1. Government Speech Forums.

The following social media platforms are hereby designated as government speech forums:

www.townofbethelvt.com and the use of Front Porch Forum

These platforms do not allow any public user content. They are reserved for the municipal government to engage in its own expressive conduct, to promote its own message, and to distribute information.

2. Limited Public Forums.

The following social media platforms are hereby designated as limited public forums:

www.facebook.com/pages/category/Locality/Town-of-Bethel-Vermont-152244938197111/

<https://www.facebook.com/BethelVermontEnergyCommittee/>

<https://www.facebook.com/BethelVTRecreationFacility/>

<https://www.facebook.com/Bethelconservationcommissionvt/>

<https://www.facebook.com/preservepeavine/>

In a limited public forum, public user content is restricted. Public users posting or responding to content constitutes participation in a limited public forum. Facebook page settings must be set to require that all User's posts must be approved by the municipal social media moderator prior to posting.

Section 8: User Content: Terms of Use.

This section applies to all users who access or post, create, share, distribute, or transmit content on municipal social media. These rules and guidelines apply to all municipal social media. This section's provisions governing user content on municipal social media and its terms of use shall be made available by hyperlink from the municipality's official website, and on all municipal social media platforms that have been designated in Section 7 of this policy. The rules and guidelines to display as applicable and relevant are as follows:

Terms of Use Agreement by User

The purpose of this site is to distribute information on matters of public interest and matters of public interest to the municipality as identified and raised by the municipality. The municipality may allow the general public to submit content, but it must address the specific topic(s) discussed. This is a forum limited to the specific topics identified and raised by the municipality. Use of this social media platform is deemed acceptance by the User that they have read, understand, and agree to the following terms and conditions:

1. I am submitting content voluntarily and on my own behalf;
2. The content I post reflects my own original thoughts or work;
3. I understand the municipality has the right to re-post or share any content that I submit on this or other municipal social media;
4. I have read and understand the policy, and understand that use of this municipal social media site is deemed acceptance of this policy, including the right of the municipality to remove or archive content as described in this policy and as may be allowed by law;
5. I understand any content I provide will be considered a public record under Vermont's Public Records Law;
6. I understand and agree that, unless specifically identified as a resource for receiving requests for information under Vermont's Public Records Law, municipal social media platforms are not proper vehicles for making requests for public information or public records under Vermont law, and any such requests must be made to the appropriate custodian of the record(s);
7. I understand and agree that my and others' content is subject to removal, in whole or in part, from this site if my or their content violates the conditions of this policy;
8. I understand the views and content expressed on this site only reflect those of the content's author, and do not necessarily reflect the official views of the municipality or its municipal officials;
9. I agree to the following waiver of liability: Because various laws exist that create liability for various actions, including but without limitation defamation, invasion of privacy, false light, breach of contract, procurement violations, violations of due process among many potential areas of exposure for which the municipality accepts no responsibility based on the actions of others or for creating this municipal social media platform, I, for myself, successors and assigns, release and hold harmless, defend and agree to indemnify the municipality, including its municipal officials, from any and all actions, claims, liabilities and damages of whatever kind and nature that arise out of or are in connection with my

use of the municipal social media platform;

10. I agree to clearly identify myself and acknowledge that anonymous posting is not allowed and may be removed.

By accessing, posting, sharing, distributing, or transmitting content, I acknowledge that I understand and accept these terms of use.

Section 9: Municipal Disclaimer

The municipality is interested in hearing the opinions of the public. Vigorous, constructive conversations are encouraged through participation in duly warned public meetings, outreach to the Town Office and municipal officials. The municipality does not discriminate based on viewpoint but it may remove content and restrict access to users who violate this policy. The municipality reviews content on all of its limited public forum social media platforms.

Content created, posted, shared, or transmitted by a member of the public on any municipal social media site is their opinion only. Publication of content does not imply endorsement of, or agreement by, the municipality, nor does such content necessarily reflect the opinions or policies of the municipality. The municipality is not responsible for content that appears on external links. The municipality does not guarantee the authenticity, accuracy, appropriateness, or security of posted hyperlinks, external websites, or content linked thereto and assumes no liability for damages resulting from reliance upon or accessing such content. The municipality reserves the right to delete links and embedded content that violate this policy.

Section 10: Prohibited Content/Violations

The following prohibited content shall not be permitted on any municipal social media and shall be subject to removal by the municipal social media moderator:

- profane, obscene, sexual, or pornographic language or images;
- content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, disability, or sexual orientation;
- links to any unauthorized site or content;
- personally identifiable information or sensitive personal information that, if released, violates federal or state law;
- disruptively repetitive content;
- conduct or encouragement of illegal activity;
- information that may tend to compromise the safety or security of the public or public systems;
- information that directly interferes with or compromises ongoing investigations, public safety tactics, or the safety of public safety officers;

- malicious or harmful software (malware);
- defamatory or personal attacks;
- threats of violence or threats to public safety;
- confidential, private, or exempt information or records as defined by state or federal law;
- conduct that violates any federal, state, or local law;
- copyrighted materials in violation of state or federal law; or
- content that is clearly unrelated to the subject matter of any post made on the platform by or on behalf of the municipality.

Users who violate this policy may be temporarily or permanently restricted from accessing municipal social media sites. The municipality reserves the right to deny any user who repeatedly violates this policy access to posting to municipal social media. To appeal the editing or removal of content or the restriction of access to a municipal social media platform, the user must submit a written statement to the Town Manager. The statement should provide grounds for reinstatement of access to or right to publish the edited or removed content.

Requests will be addressed in a reasonably timely manner; content or access, as applicable, will be restored if it is determined that the grounds for reinstatement are sufficient. The Town manager's decision to an appeal will note the basis for the decision. If the user is unsatisfied with the decision, they may appeal to the Selectboard, who will render a reasonable timely response noting the basis for the decision. The decision by the Selectboard shall be the final administrative decision of the municipality.

Users may contact the municipality at any time to identify content or other conduct on the municipal social media that violates this policy. Users should avoid and ignore responding to content in violation of this policy, or, if responding, do so in a manner that conforms to this policy.

All content posted to any municipal social media platform is bound by that platform's applicable statement of rights and responsibilities or terms of service. The municipality reserves the right to report any violation of that platform's or site's statement of rights and responsibilities or terms of service to the platform's or site's provider with the intent of the provider taking appropriate and reasonable responsive action.

Section 11: Copyright Infringement Notification.

The municipality complies with the provisions of the Digital Millennium Copyright Act of 1998 (DMCA). Federal law makes it illegal to download, upload, or distribute in any fashion copyrighted material in any form without permission or a license to do so from the copyright holder.

The municipality respects the intellectual property of others and requires users of municipal social media to do the same. In accordance with the DMCA and other applicable law, the

municipality may remove content on municipal social media that is copyrighted and may deny access to the municipal social media users who are deemed to be copyright infringers pursuant to this policy.

The following notification shall be made accessible on all municipal social media platforms and on the municipality's official website:

"If you believe that any material on the Town of Bethel's official website or municipal social media platforms infringes on any copyright which you own or control, or that any link on municipal social media directs users to another website that contains material that infringes on any copyright that you own or control, you may file a notification of such infringement with the Town of Bethel. Notifications of claimed copyright infringement must be sent to the Town of Bethel's, Vermont's designated agent, for notice of claims of copyright infringement. The municipality's designated agent may be reached as follows:

Designated Agents: Therese Kirby &/or Kelly Hill

Physical Address: 134 South Main Street Bethel, VT 05032

Telephone Number: 802-234-9340

Email Address: betheltownoffice@comcast.net"

Section 12: Public Records Law – Compliance.

Municipal social media platforms and their related content are subject to Vermont's Access to Public Records Law. Any records produced or acquired in the course of municipal business, including material posted to municipal social media, may be a public record. Therefore, there should be no expectation of privacy regarding the information posted on municipal social media. Public records, regardless of format, are available for inspection and copying during customary business hours unless there is a specific statute exempting the record from public disclosure in whole or in part. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

The official municipal website and municipal social media accounts shall clearly indicate that any content posted or submitted for posting in whatever format is subject to public disclosure. Content related to municipal business shall be maintained in an accessible format so it can be produced in response to a public records request. Users shall be notified that public disclosure requests must be directed to the proper custodian of public records. The contact information for the Town of Bethel shall be posted on each municipal social media platform so a user knows who to contact in the event they have a public records request.

Section 13: Public Records Law – Retention.

Municipal officials must comply with Vermont's Public Records Law when using municipal social media. Relevant records retention schedules apply to content on the official municipal website as well as to municipal social media. Content posted or submitted for posting shall be retained pursuant to Vermont's Public Records Law in its standard format and in accordance with applicable disposition

orders and retention schedules as established by the Vermont State Archivist and be available for copying and inspection during customary business hours.

Any content edited or removed by the municipal social media moderator must be retained in accordance with the relevant public records retention schedule.

Section 14: Open Meeting Law – Compliance.

Municipal officials must comply with Vermont's Open Meeting Law when using municipal social media sites. All posts by members of the municipality's public bodies that relate to municipal business are subject to the Open Meeting Law. Members (elected or appointed) of any municipal public body will refrain from using municipal social media to discuss the business of the public body or to take official action in violation of the Open Meeting Law. A member of a public body who "likes," "shares," or otherwise engages in another member's content on municipal social media may be communicating municipal business and the Open Meeting Law may apply. Furthermore, members of public bodies will refrain from posting content on or responding to inquiries related to quasi-judicial matters within the subject matter jurisdiction of their respective public bodies.

Members of municipal public bodies may utilize municipal social media for encouraging public input (i.e.: distributing a survey) and informing the public to the role with which the public body has been charged by statute or the Selectboard, provided the use is authorized in accordance with Vermont law and conforms to this policy.

Information posted by the municipality on its social media sites will supplement, not replace, required notices and standard methods of providing warnings, postings, and notifications required to be made with regard to public meetings and hearings under Vermont law.

Section 15 – Enforcement against Municipal Officials.

Employees found in violation of this policy may be subject to disciplinary action, in compliance with the municipality's personnel policy or employment contract, as appropriate. Appointees and volunteers found in violation of this policy may be subject to removal from their respected public posts. Elected officials found in violation of this policy may be subject to private or public admonishment and/or may be asked to resign their office.

The municipality may seek all appropriate legal remedies including damages or a court-ordered injunction to enforce compliance with this policy.

ADOPTED this _____ day of _____, 20____.

SIGNATURES of Town of Bethel Selectboard:

**TOWN OF BETHEL
REMOTE PUBLIC INFORMATIONAL HEARING
NOTICE and AGENDA for February 22, 2021**

The Town of Bethel Selectboard will hold a second public informational hearing by electronic means on Monday, February 22, 2021 at 6 pm to discuss the Australian ballot articles on the 2021 Town Meeting Warning.

Information on how to access the remote hearing for February 15, 2021 at 6 pm:

- By telephone: Dial **1-646-558-8656**. When prompted enter the meeting ID: 839 392 2140 and Passcode: 346759.
- By computer: Join meeting by [Clicking here](#) or typing this link in your browser <https://us02web.zoom.us/j/83939122140?pwd=b1B4S1NPTkw1RTAzTldqS0hNLOF3dz09> or visiting the Town of Bethel's website.
- By smartphone, tablet, or other device: Download and open the Zoom app. You may have to create a free account or sign into your existing account. Select the option to join meeting and enter the meeting ID: 839 392 2140 and Passcode: 346759.

Please review our "Informational Handout for Remote Public Hearings", published in Town Report, to understand how these electronic hearings will be managed. If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to Town Manager Therese Kirby at betheltownfinance@comcast.net. To ensure smooth access, we recommend you test software in advance of the meeting. **If you have difficulty accessing the hearing, please call # 802-234-9340 or email betheltownfinance@comcast.net.**

AGENDA

Present: Chris Jarvis, Moe Brigham, Lindley Brainard, Dave Eddy, Paul Vallee, Judi Brigham, Robert Franks, Owen Daniel-McCarter and his mom Jamie, Wayne Townsend, Jeanne Conde, Cindy Metcalf, Gene Kraus, Doug Marshall and Orca Media.

- 6 pm: Call to Order
- 6:01 pm Additions or deletions to the agenda. Brigham moved to approve agenda as written. Vallee second, so voted.
 - Public comment – Robert Franks wanted to thank the Road Crew for the great job they are doing on Hooper Hollow.
- Review and discuss **Article I: To elect by ballot, a Town Moderator for the term of one year.**
 - Public comment – Eric Benson running again.
- Review and discuss **Article II: To elect by ballot, a Town Clerk for the term of one year.**
 - Public comment- Pam Brown running again.
- Review and discuss **Article III: To elect by ballot, a Town Treasurer for the term of one**

year

- Public comment — Pam Brown running again. Owen asked what happens if no one runs for a position. Kirby explained the process for write-ins and appointments by the Selectboard if no one wins the seat.
- **Review and discuss Article IV: To elect by ballot, a Selectboard Member for a term of three years to succeed Maurice Brigham, whose term expires.**
 - Public comment - Gene Kraus spoke first and outlined why he is running for Selectboard. Wayne Townsend spoke next and outlined why he is running for Selectboard. Robert Franks asked each candidate to tell him three things they would do to revitalize Bethel. Each candidate answered the question. Robert Franks also wanted to know the Town Hall was not utilized more and did not house the Town Office.
- **Review and discuss Article V: To elect by ballot, a Selectboard Member for a term of two years to succeed Christopher Jarvis, whose term expires**
 - Public comment — Chris Jarvis spoke and outlined things the Selectboard had accomplished during his time on the Board and stated he is running for another term. Robert Franks thinks Chris is a good leader and is happy he is on the Board.
- **Review and discuss Article VI: To elect by ballot, a Lister for a term of three years.**
 - Public Comment — No one is running for this position.
- **Review and discuss Article VII: To elect by ballot, a Lister for a term of two years to succeed Louise Ferris-Burt, whose term expires in 2022.**
 - Public Comment — Louise Ferris Burt is running a write in campaign for his position.
- **Review and discuss Article VIII: To elect by ballot, one or more Grand Juror**
 - Public comment — Stan Capron is running again.
- **Review and discuss Article IX: To elect a Trustee of Public Funds under section 24 V.S.A. for a term of three years to succeed Penny Griffin, whose term expires.**
 - Public comment — At the time of the meeting, there was no candidate, since then Paul Vallee announced a write-in campaign.
- **Review and discuss Article X: Shall the voters authorize total fund expenditures for operating expenses of \$2,383,248 of which \$1,943,543 shall be raised by taxes and \$439,705 non-tax revenues?**
 - Public comment — Chris Jarvis did an overview of the budget. (See pages 36-45 of the Town Report).
- **Review and discuss Article XI: Shall the voters appropriate a total of \$27,250 to social service agencies, pursuant to 24 V.S.A. § 2691? (See the Town Report for a detailed description of each agency.)**
 - Public comment — There is information in Town Report regarding these agencies and their requests. (See pages 63-68 of the Town Report).
- **Review and discuss Article XII: Shall the voters appropriate up to the sum of \$123,830 to the White River Valley Ambulance, Inc., for continued service to Bethel residents?**
 - Public comment
- **Review and discuss Article XIII: Shall the voters authorize payment of real and personal property taxes in four (4) equal installments, with the due dates being August 16, 2021, November 15, 2021, February 15, 2022, and May 16, 2022, by delivery to the town office**

postmarked on or before that date?

- o Public comment
 - Review and discuss **Article XIV: Shall the voters authorize a grace period of 3 days after the established time for payment during which the collector of delinquent taxes shall not charge a penalty pursuant to 32 V.S.A. § 1674 (3) (b)?**
 - o Public comment – Therese Kirby explained the rationale behind this question.
 - **Entertain motion to adjourn Budget Informational hearing.**
Dave Eddy moved to adjourn the Budget Informational hearing. Paul Vallee second, so voted.
-
-

At 7:40 pm, Selectboard Chair Chris Jarvis called the regular meeting of the Bethel Selectboard to order. Lindley Brainard moved to accept the Selectboard agenda as written. Moe Brigham second, so voted.

No appointments scheduled

Resignation of Robert Young from the Bethel Royaltown Transfer Station Board effective March 3, 2021.

Motion to accept resignation – Moe Brigham moved to accept the resignation with a thank you to Robert for his service. Dave Eddy second, so voted. Moe Brigham moved to appoint Dave Eddy and Lindley Brainard to the Bethel Royaltown Transfer Station Board for a one year term. Paul Vallee second, so voted.

Minutes and Communications:

1. Town Manager's Report:
 - a.) Purchasing a 2015 Dodge Charger to replace totaled cruiser for \$11,000.
 - b.) Signed Forester agreement with AJ Follensbee for Quimby Forest.
 - c.) Finalizing RFP for Architect for Town Garage, should be published next week.
 - d.) Draft RFP for permanent Pinello Bridge sent to FEMA Mitigation division for their input.
 - e.) Tim & I met with State and A&E in regards to preliminary engineering on next phase of water system upgrade – 60% review meeting.
 - f.) Gave Class 4 Road Committee information on access issue to Camp Brook Forest.
 - g.) Submitted Better Connections Grant – thank you to Nicole Cyr and Rebecca Sanborn Stone for all their work.

2. Selectboard Minutes from 2/8/21 & 2/15/21 – Paul Vallee moved to approve the minutes as printed. Moe Brigham second, so voted.
3. Other Communications
4. Any Other Business Necessary to come before the Board – Lindley Brainard gave an update on Pie and the virtual “Un-Town Meeting”. It is Tuesday March 2nd from 5 pm to 6:30 pm. Chris Jarvis acknowledged this was Moe Brigham’s last meeting and he thanked Moe for his service. The rest of the Selectboard and the Town Manager thanked Moe and let him know he will be missed.

At 8:28 pm, Moe Brigham moved to adjourn the meeting. Lindley Brainard second, so voted.

- There will be another review of the budget at next week's Selectboard meeting.
- **Entertain motion to adjourn hearing.**

Motion to adjourn at 7:50, Paul. Second, Lindley, All in favor.

WWW.VLCT.ORG - go to Training & Events

2021 Virtual Selectboard Institute

Wed, Mar 24, 2021 9:00 AM - 12:15 PM EDT

Show in My Time Zone

If you are a new Selectboard Member or are looking for a skills refresher, join us for an overview of the essentials at this ½ day webinar. Topics include transparency and openness in local government, the roles and responsibilities of the Selectboard, and a human resources overview.

Session I: Let the Sunshine In: Transparency and Openness in Local Government

Speakers: VLCT Municipal Assistance Center Staff Attorneys

Session II: Selectboard Roles and Responsibilities

Speaker: Susan Senning, VLCT Municipal Assistance Center Staff Attorney

Session III: Human Resources 101

Speaker: Jill Muhr, Senior Human Resources Consultant, VLCT PACIF

*Required field

First Name*

Last Name*

Email Address*

Unless making a secure payment with your credit or debit card via a third-party payment processor, this form is not designed to collect confidential or sensitive personal information (e.g., financial information, social security numbers).

Municipal Position Title

Municipal Name (i.e. "Pleasant Town, not Town of Pleasant")

PACIF Member?

Choose One...



**Town of Bethel, VT
134 South Main Street
Bethel, VT 05032**

Request for Proposal for Architectural and Engineering Services

The Town of Bethel, Vermont is accepting written proposals from qualified firms to provide architectural and engineering services for a total project budget (including construction) of \$600,000 for services outlined in this RFP.

RFP proposals shall be submitted no later than 2:00 PM on Friday, March 19, 2021. They may be mailed, dropped off or sent electronically to betheltownfinance@comcast.net.

ATTN: Town Manager Therese Kirby
Town of Bethel
134 South Main Street
Bethel, VT 05032

A mandatory site visit will be scheduled for Wednesday, March 10, 2021, by appointment, at the Town Garage at 443 Sand Hill Road. Due to COVID, masks and social distancing will be mandatory. Interested firms must RSVP to 802-234-9340 no later than 3:30 pm on Tuesday, March 9, 2021, to be given an appointment time.

Proposals shall be clearly marked on the envelope as "PROPOSAL FOR BETHEL TOWN GARAGE ARCHITECTURAL SERVICES".

A recommendation will be submitted to the Town of Bethel, VT Selectboard at their regular meeting on March 22 or April 12, depending on questions/necessary extensions at 6:00 PM.

i. Purpose and Objective

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified architectural/design firms (herein referred to as "A/E") interested in contracting with the Town of Bethel (herein referred to as "Town") to provide desired services as outlined in this RFP.

The Town has identified the following objectives:

- To address identified facility needs at the town garage in an efficient and cost-effective manner;

- To understand this is not an architecturally beautiful building, but rather a utilitarian structure to enable the effective and comfortable execution of the road department's duties;
- To reuse the metal frame, foundation and other amenities of existing structure, and to remove wooden addition;
- To add additional 32' x 80' metal structure in place of wooden addition, and to re-side, re-roof original garage and new garage to create one building. As well as replacing existing overhead garage doors and windows, upgrading the lighting and reviewing current electrical and mechanical system to meet current code requirements;
- To understand the sequencing of construction will be very important, as the Road Crew needs to continue to run out of the existing PEMB for a portion of this project, then they will need to be shifted to the new addition while the existing PEMB is rehabilitated.

II. **Background**

The Town conducts its Road Maintenance operations out of a site at 443 Sand Hill Road in Bethel. The site contains a 3,200 sq. ft., four bay metal framed Garage with a 1,600 sq. ft. wood framed addition, a 912 sq. ft. storage/salt, sand and gravel piles and yard storage. The Garage was built to house 3 full-size dump trucks and currently houses 3 trucks. In addition to the 3 dump trucks, the Town also has a Loader, Backhoe, Grader, a one-ton dump truck plus other miscellaneous trailered equipment. Several pieces of equipment are stored in the 3 sided shed.

The existing garage is a 40' x 80' pre-engineered metal building manufactured by Stran and built around 1973, with a 20' x 80' wood frame addition that was installed at some point in the 1980's.

In September of 2020, the Town hired Childs Engineering to provide a structural analysis. That analysis is attached to this RFP. For any structural needs during design, the A/E will be required by the Town to contract with Childs Engineering.

III. **Scope of Services**

The following scope of architectural/design services, including mechanical, electrical, plumbing, site / civil engineering services and adhering to State permitting requirements, shall be provided by the A/E.

- **Conceptual/Schematic Design Phase (Phase I)**
Refine space design and project scope to meet outlined objectives, and objectives that arise from discussion with the Town Manager and Road Foreman. This phase will involve meeting with the Town Manager, Road Foreman and possible community member(s) and/or Selectboard. It will also involve the A/E providing a drawing and information to the Town for a bond vote.
- **Construction Documents (Phase II) – After a successful Bond Vote in July 2021.**
After approval and acceptance of the end product from Phase I by the Town, the A/E will be

responsible for preparation of the required architectural / engineering drawings and plan detailed construction and specification documents for bidding purposes. E.g. site plan, mechanical, electrical, plumbing and structural plan as needed.

The final construction documents shall include as a minimum: the Bid Form, Insurance Requirements, Performance Bond requirements, Base Bid performance specification outlining the requirements, performance, codes/standards, deliverables, quality/items contained in the base bid, workmanship, etc. for the complete performance of the work.

Other issues to be considered for bid documents: the need to keep the existing facility in operation during the performance of the work, and any specification for and costs for alternates as defined in consultation with the Town Manager and Road Foreman.

- **Bidding & Contract Award (Phase III)**

The A/E will assist the Town in bidding the project to prospective prime contractors. Services will include assisting with the distribution of plans and specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, and providing the Town with a recommendation for prime contract awards.

- **Project Closeout (Phase IV)**

The A/E shall be a representative of and shall advise and consult with the Town during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.

- a. Plan Approvals - The A/E is responsible for the procurement of ALL necessary State permits.

- **Construction Related Services (ALTERNATE) Town may hire private construction mgr.**
The A/E will provide on the Town's behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, review of shop drawings, assist Town in floor and finish material selection, undertake construction observation, process certificates for payment to prime contractors, and facilitate preparation of final record drawings, warranty follow-up and project closeout.

IV. **Scope of Work**

1. Register building with Efficiency Vermont to take advantage of any possible rebates.
2. Strip existing pre-engineered metal building (PEMB) by removing exterior metal siding, roof, insulation, and wall between the PEMB and wooden addition, also strip the sheetrock, toilet and sink from existing bathroom.
3. Increase overhead door opening widths on south side to 13', by installing a new steel jamb sized to fit the adjoining girts, 14' height acceptable, and replace door angles.

4. Upgrade bathroom by installing new interior plumbing, insulation, sheetrock, flooring, fixtures and bring into current code compliance.
5. Relocate existing lockers into existing office to create an office/breakroom or into the upgraded bathroom to create a locker/bathroom.
 - a. Alternate: Remodel mezzanine over existing office into new office. New open steel stairway up to landing over existing exterior door and existing office door. Check ADA compliance and fire egress code to try to make it feasible. Existing office would then become breakroom with relocated lockers.
6. Evaluate east mezzanine, create compliant access and load rate it for posting. This area will be used for shelving and storage of parts.
7. Repair existing trench drain.
8. Remove entire 20' x 80' wooden addition on north side.
9. Prepare and pour a new 6" slab with frost walls for a new 32' x 80' metal framed addition to replace existing addition. Existing frost walls will be used wherever possible. If not possible, a linear foot estimate would be needed. North foundation of existing 20' wide addition to be used as bearing wall (with columns and beams) to support flat roof steel joists extending from existing north PEMB wall to north wall of 32' wide addition. Reason for flat roof is to allow height for a 14' x 14' overhead door at each end of 20' wide section. An 8'x 8' overhead door will be installed at each end of 12' wide section.
10. Install new metal siding and roof over now 72' x 80' structure and plan for supporting any additional load caused updating siding and roof on existing PEMB. South edge of the roof needs to be extended to protect doors and siding.
11. Install new insulation throughout. PEMB should be insulated at least to the depth of wall girts and roof purlins. Do not drape insulation across on top of roof purlins. Protect insulation on interior walls with siding like metal sheathing or equivalent.
12. Replace all windows, overhead doors and lighting to reflect new current energy code compliance standards.
13. Review all existing electrical and mechanical systems and advise Town on existing life expectancy/capacity to cover new space. Present options and cost to upgrade as necessary.
14. Work with Childs Engineering as required to deal with any/all structural issues.
15. Follow all OSHA/VOSHA and State Energy Compliance standards.
16. Discuss feasibility of placing solar panels on building/roof with Town.

The A/E, in conjunction with the Construction Manager, shall provide updated budgetary cost estimates during each phase of the design process.

**V. Project Construction Timeline (after successful bond vote in July 2021):
August 2021/May 2022**

VI. RFP Timeline

RFP issued	March 2021
Mandatory pre-bid meeting	March 2021
Last date/time to submit questions regarding RFP	March 2021
Proposals due to Town	March 2021
Notification to selected firm(s) for projects(s)	March/April 2021
Contracts/negotiations finalized	April 2021

VII A/E Profile

Respondents to this RFP shall include the following minimum information in their proposal:

- a. General qualifications: describe the general qualifications of A/E).
- b. Special qualifications: describe any special or unique qualifications of A/E as they relate to this project including, but not limited to, metal building design and garage designs.
- c. Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
- d. Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services have been provided within the last ten (10) years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.

VIII Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- a. Describe A/E's understanding of the project and the planned approach to achieve the goals of the project. **Submittal shall include a listing of contemplated tasks and number of estimated hours by personnel classification/discipline for each phase of the project.**
- b. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).
- c. Include conceptual time schedules and related expectations/obligations of the Town needed to complete the scope of work specified based on occupancy for all projects by May 2022.
- d. Provide a fee proposal using the attached fee proposal spreadsheet. **Fees shall include ALL meetings needed to successfully complete this project and ALL reimbursable costs other than plan/document printing costs (incurred for this bidding phase of the**

project) and required plan submittal fees.

- e. Provide a description of any possible additional related costs and/or fees (not included in your base fee) that the Town might incur as a result of this design process.
- f. Provide a brief description of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.

IX Proposal Evaluation/Selection Process / Agreement Award

The responses will be reviewed by the Town. Responding A/E(s) will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria /elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outline in the RFP
- Fee Proposal / Cost: Overall fee / billing rates
- Prior experience, Qualifications, References, Past Performance of A/E

At the Town's discretion, to further assist in evaluation, some, one, or all of the responding A/E(s) and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements for the Town.

A/E(s) shall submit fee proposal using the Fee Proposal Form provided with this RFP. At the Town's discretion, it may directly negotiate with the best qualified A/E on final scope and fee.

The Town may also consider alternative proposals to provide A/E services if there is an opportunity for substantive savings.

The Town may investigate the qualification of any individual or A/E under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The Town also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Proposal process
- e. Appoint evaluation committee to review qualifications and proposals
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of A/E(s) eligible for discussions after review of RFP
- i. Negotiate with any, all, or none of the A/E(s)

- j. Solicit best and final offers from all, some, or one of the A/E(s)
- k. Award a contract to one or more A/E(s)
- l. Waive informalities and irregularities in RFP
- m. Award without discussion

Selection will be based upon a determination as to which proposal is in the best interest of the Town of Bethel, VT. Any decision made by the Town, including the selection of A/E, shall be final and is NOT subject to appeal.

This RFP shall not, in any manner, be construed to be an obligation on the Town to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Award of Agreement. Upon the completion of the selection process, the Town shall notify all A/E(s) of the selection and the successful A/E shall enter into the A/E's AIA Document B132 - 2019 Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition, as modified by the Town. A/E's Proposal and Fee shall be based on the terms of the Agreement and the modified General Conditions without qualification or exception. At contract signing, the successful A/E will submit a w-9 and proof of insurance.

X Submittal Requirements

Any questions concerning this RFP must be submitted via e-mail on or before 3:00 PM on March 15, 2021 to: Therese Kirby, Town Manager at betheltownfinance@comcast.net .

Responses to RFP shall be received by the Town no later than 2:00 PM on Friday, March 19, 2021. Proposals will be accepted via mail, in person drop off or email to Therese Kirby Town Manager at betheltownfinance@comcast.net. Mail to: Attn: Town Manager Therese Kirby Town of Bethel 134 South Main Street, Bethel, VT 05032.

Proposal shall be marked "PROPOSAL FOR BETHEL TOWN GARAGE ARCHITECTURAL SERVICES" and shall clearly identify the A/E submitting the proposal.

Proposals received after the date and time specified will be unopened. All proposals will become property of the Town of Bethel.

**Town of Bethel Architectural &
Engineering Services RFP FEE PROPOSAL
FORM**

Name of A/E: _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

E-mail: _____

Please state the fees for this project below:

<u>FEE FOR ALL PHASES OF PROJECT –</u>	
Conceptual / Schematic Design (Phase I)	\$ _____
Construction Documents (Phase II)	\$ _____
Bidding and Contract Award (Phase III)	\$ _____
Project Closeout and Warranty (Phase IV) **	\$ _____
Any other costs are within the Fee of	\$ _____
TOTAL PROJECT COST:	\$ _____

Total project cost in written amount (please be sure it matches total project cost listed above.)

Alternate:

Construction Administration \$ _____

The Fee shall be expressed as a flat dollar amount. The only allowable reimbursable will be plan submittal fees and plan printing costs in the Bidding & Contract Award phase.

The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge, and that the A/E he/she represents. If selected, agrees to incorporate the requirement of this RFP in the final contract with the Town.

Signature of Person Authorized to Submit Proposal: _____

Printed Name of Signature Above: _____

BETHEL ROYALTON SOLID WASTE MANAGEMENT BOARD
REGULAR BOARD MEETING MINUTES

February 10, 2021

6:00 PM

VIA ZOOM

Those in attendance: Jenn Bartleman, Moe Brigham, Judi Brigham, Robert Young, Rebecca Beguin, Jerry Barcelow, David Barker, Tim Murphy, Victoria Paquin

Guest: Rick Brigham, Sullivan, Powers & Co.

1. Call to Order: 6:00 PM
2. Public Comment: None
3. Review minutes of previous meeting: Discussion to add the name of the new cashier, Ty Murawski to the January minutes. Motion to accept as amended by Jerry B; 2nd by Robert Y. Motion carried.
4. Review Financial Reports: Discussion regarding the financial reports as provided ensued.
5. Audit Discussion with Rick Brigham regarding the latest audit done by Sullivan, Powers, & Co. ensued. There were the usual deficiencies of taking cash in the office, processing voids, and journal entries to be addressed. It was mentioned that these items have been addressed by the manager and procedures are in place for these now. Discussion on pensions and the fact they are run by the state only, as it's a "State Defined Benefit", and we have no control over it. David B. wants to set up a committee to look into the feasibility of setting up a coupon/cashless system for the facility. David B, Victoria Paquin, & Rebecca B are willing to look into this possibility for us.
6. Facility Manager Report: Discussion regarding the status of the excavator - main boom pin broke. Jenn has an estimate of \$4,400 which includes shipping to Nortrax, repair, replace pin, & return it to the facility. She plans to have this done ASAP over a Monday, Tuesday and Wednesday as the work will take 3 days. The left overhead door motor in the recycling center building is broken and needs to be repaired/replaced at some point in the future. The building can be accessed with equipment via the right overhead door. Traffic flow for the public is ok at this time. We are now on a per tote flat charge for food scraps. It was noted that Barnard has also increased the fees at their transfer station effective 2/01/21.

Overtime discussion ensued as Wayne is taking some vacation time. Jenn is covering for him the days he is off. Jenn is salaried so this does not create overtime.
7. Motion to go into Executive Session at 7:32 PM to discuss personnel matters by Rebecca B, 2nd by Robert Y. Motion carried. Motion to come out of Executive Session at 7:43 PM by Jerry B, 2nd by Robert Y. Motion to go back into Executive Session figure out wording of the motion to be enacted at 7:45 PM by Rebecca B, 2nd by Robert Y.. Motion to leave Executive Session at 7:50 PM by Robert Y., 2nd by Jerry B.
8. Result of Executive Sessions: After discussion in Executive Session, a motion was made by Jerry B, 2nd by David B, for the Bethel Joint Board members as well as Jenn, all who were present at the 9/23/20 Special (Hiring) Meeting, to re-compile the list of goals Jenn was asked to meet. When they are in agreement, this will be run by the two former Royalton Joint Board members that were also present at

said meeting. Once there is consensus all the way around, the Chair is authorized to instruct Therese Kirby to have Compucount raise Jenn's pay to match the verbal agreement and to pay retroactively to her 1st year anniversary.

9. Motion to Adjourn: at 7:58 PM by Jerry B, 2nd by Robert Y - motion carried.

Class 4 Road Committee
Meeting Minutes
Wednesday, February 17, 2021
In Person at Bethel Town Offices, 7pm

Topic: Class 4 Road Committee
Time: Feb 17, 2021 07:00 PM

Meeting convened at 7:00 pm, with committee members Chris Fors, Derrick Wright, Alex Riesterer, and Carl Russell in attendance. No public attended

Public Comment; None

The committee reviewed updates from Town Manager about previous projects.

Committee discussed the rising issue of public off-road travelers using online atlases or published guides attempting to locate 4th class road Rights-Of-Way that are unidentifiable, and how private landowners are having their lands impacted. Committee will research the guides, legal ramifications for towns associated with certification of inaccurate maps, and will contact TRORC mapping and planning specialists to determine potential solutions.

Committee discussed evaluation of several 4th class roads that private owners are considering petitioning the Selectboard for closure.

Committee also discussed TH 98 (So-called Camp Brook Town Forest Road). Town Road file was located, and Town Road Survey was located in Town Proceedings Book 2.

Committee set the date for the next meeting to be an on-site review of TH98 on April 17th at 9am at the Dunham Road intersection.

Adjourned at 8:30 pm

Town of Bethel, Vermont
Conservation Commission Meeting Minutes

Tuesday, 2/9/21 6:30 PM
Meeting via Zoom (the meeting was recorded)

Meeting brought to order at 6:35pm

Present: Emily Miller, Ferron Griffin, Mary Floyd, Lisa Campbell, Dietre Feeney,
Danny Dover, Chris Fors

1. Minutes: Minutes from 11/10/20 were reviewed and approved.
2. Update on Carla's Meadow
 - a. Carla's Meadow Planning document (beginning stages, not filled out)
 - b. Next steps:
 - i. getting the trail use agreements in place
 - ii. create maps and publicize
 - iii. plan the trail build
 - iv. build the trail
3. Quimby Town Forest report.
 - a. Quimby Town Forest Timeline (beginning stages, not filled out)
 - b. Ferron and AJ presented to the selectboard on 2/8/21, and received permission to start the process for a timber sale. The timber sale would be zones 1, 2, 3 and 7, this is all within the southern portion of the property, in the coming year. Proceeds from the timber sale would go towards the CC building trails.
 - c. Next steps:
 - i. Make a recreation plan.
 1. Need to digitize much of the work that AJ has done in the forest plan.
 - ii. Boundaries: flag corners, freshen the boundary, add to GPS.
 1. The CC hopes to do this during the winter if the snowpack cooperates, perhaps in early March.
4. Better Connections Grant endorsement from the CC - Ferron Griffin
 - a. Better Connections gathers information and makes recommendations about and to the town on a wide range of issues, including making improvements to town, increasing accessibility, conservation issues, etc.
 - b. All are in favor of an endorsement.
5. Any other business to come before the committee.
 - a. Brief discussion that the town is drafting rules for posting on social media, and recognition that this may impact the CC's and Peavine Park's Facebook pages.

Meeting adjourned at approximately 7:45pm. Next meeting will be Tuesday, 3/9/21 at 6:30pm.

Planning Commission and Development Review Board Meeting via Zoom on 2/25/21.

Present: Chair Rick Benson, Gene Krauss, Owen Daniel -McCarter, Kyle Cartwright, Brad Andrews, Penny Griffin, Kelly Hill, Adam Sappern, Therese Kirby and Keith Bollman.

At 6:30 pm Rick called the meeting to order.

Adam had two questions...one about the wording of Section 3.18, that Therese will double check and the other about Dollar General. Rick spoke about the past Dollar General permit process.

Therese moved to approve the minutes of 12/17/2020, 1/7/2021 & 1/21/2021. Kyle second, so voted.

The work session consisted of amending current zoning by-law sections 3.18 through 4.13.

Rick spoke about the TRORC training he and Therese attended on 2/18/21. He already forwarded the link to the YouTube video to the DRB. He will send it to Therese so she can forward it to the PC.

The next meetings will be March 11, 2021 and March 25, 2021 at 6:30 pm via Zoom. The PC and DRB members will review Sections 4 and 5 prior to the next meeting.

Therese moved to adjourn at 8:30 pm. Gene second, so voted.