

Town of Bethel
Selectboard Agenda
Monday, April 28, 2025
6 pm @ Bethel Town Hall & via Zoom

[ZOOM LINK](#) Meeting ID: 878 4498 4273 Passcode: 960188 Dial: 1-646-558-8656

6 pm Call the meeting to order and approve/edit agenda

Appointments:

6 pm: Chris Fors, VOREC Project Manager re: wayfinding master plan

Public Comment

Bethel Historical Society Coin Drop request for May 17, 2025 7am to 1 pm.
Approve with condition they provide their proof of insurance prior to the event

Letter of Intent to participate in the SFY 2026 grants-in-aid program. This road project has yet to be decided.

Motion to authorize Chair to sign

Reappoint Rick Benson, Chuck Washburn and Brad Andrews to the DRB for 3-year terms
Motion

Draft Ethics Investigation & Enforcement Policy Ordinance
Discussion only

Draft Fund Balance Policy
Discussion only

Reappraisal notices will be mailed to all Bethel property owners on 5/7/2025. Pre-grievances will be held May 21st to May 23rd, by appointment only. Official grievances will be held June 9th to June 11th, also by appointment only. To schedule an appointment, call the Bethel Lister's Office at 802-234-6840.

Minutes and Communications:

1. Town Manager's Report
2. Selectboard Minutes from 4/14/2025
3. Other Communications
4. Any Other Business Necessary to Come Before the Board

Selectboard Meeting Agenda Notes for 4/28/2025 Meeting

- ❖ Chris Fors and Andrew Plotsky will be here to update you on the Wayfinding Plan via VOREC. Andrew is the subcontractor hired to do the design work.
- ❖ Coin drop request for the Bethel Historical Society
- ❖ Grant paperwork for Denise to sign. This shows our intent to fill a full grant application. The Road Foreman will choose the project when it's time.
- ❖ Reappointments to the Development Review Board (DRB)
- ❖ A draft ethics ordinance mandated by the State. I used VLCT's template.
- ❖ We have discussed the fund balance and a fund balance in the past. Here it is. If the Selectboard decides to move any money from the fund balance, it needs to be voted on at Town Meeting.
- ❖ Update on the reappraisal process

Town Manager's Notes

- ❖ Mike Nadeau of Nolato invited us for a tour, to understand what they do at their plant in Bethel. They are going to be putting on a new façade and vestibule, then their front lawn will be all grass.
- ❖ Rootstock Racing – the event you approved in October 2024, will be happening this year at Peavine Park from June 22 to June 23. They provided me with their proof of insurance
- ❖ The water project is (hopefully) in the home stretch. Finishing touches to landscaping, Krystal Drive Pump Station and the Gaiko Well house.
- ❖ Aldrich & Elliott came on 4/9 to check the grades on Sand Hill, as the water is still running down the road in places. They are putting those grades on the maps and will be discussing the issues and options with me soon. That is 100% a warranty issue.
- ❖ I met with the Trustees of Public Funds and we will be working with them in the fall to take on some of their bookkeeping needs.
- ❖ Guardrail on High Bridge was replaced last week.
- ❖ The Road Crew took MSHA training for quarry training on the 15th, so that is done for the year.
- ❖ AJ and I are meeting with representatives of Vermont Land Trust, to discuss culvert work near Davis and Victoria Dimock's place on Christian Hill.
- ❖ The properties we put up for tax sale will be a final sale on 5/16/25 if they are not redeemed by then.

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

Name of Nonprofit Organization Bethel Historical Society

Applicant Name JoAnn Marshall Telephone 802 234-5234

Address 10 Pond Rd Town Bethel Zip 05032

I/We request permission to conduct a solicitation on Church St, Town Highway No 12, between Main St and Pleasant St, (indicate nearest cross streets and/or landmarks).

Date of Solicitation 5/17/2025 Time 0700 - 1:00 pm

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.

JoAnn Marshall
Signature of Applicant

4/15/2025
Date

Town Manager's Office:

Date Received 4.15.25

Received by Pam Brown

Board of Selectman:

Approve _____

Deny _____

Board Chair _____

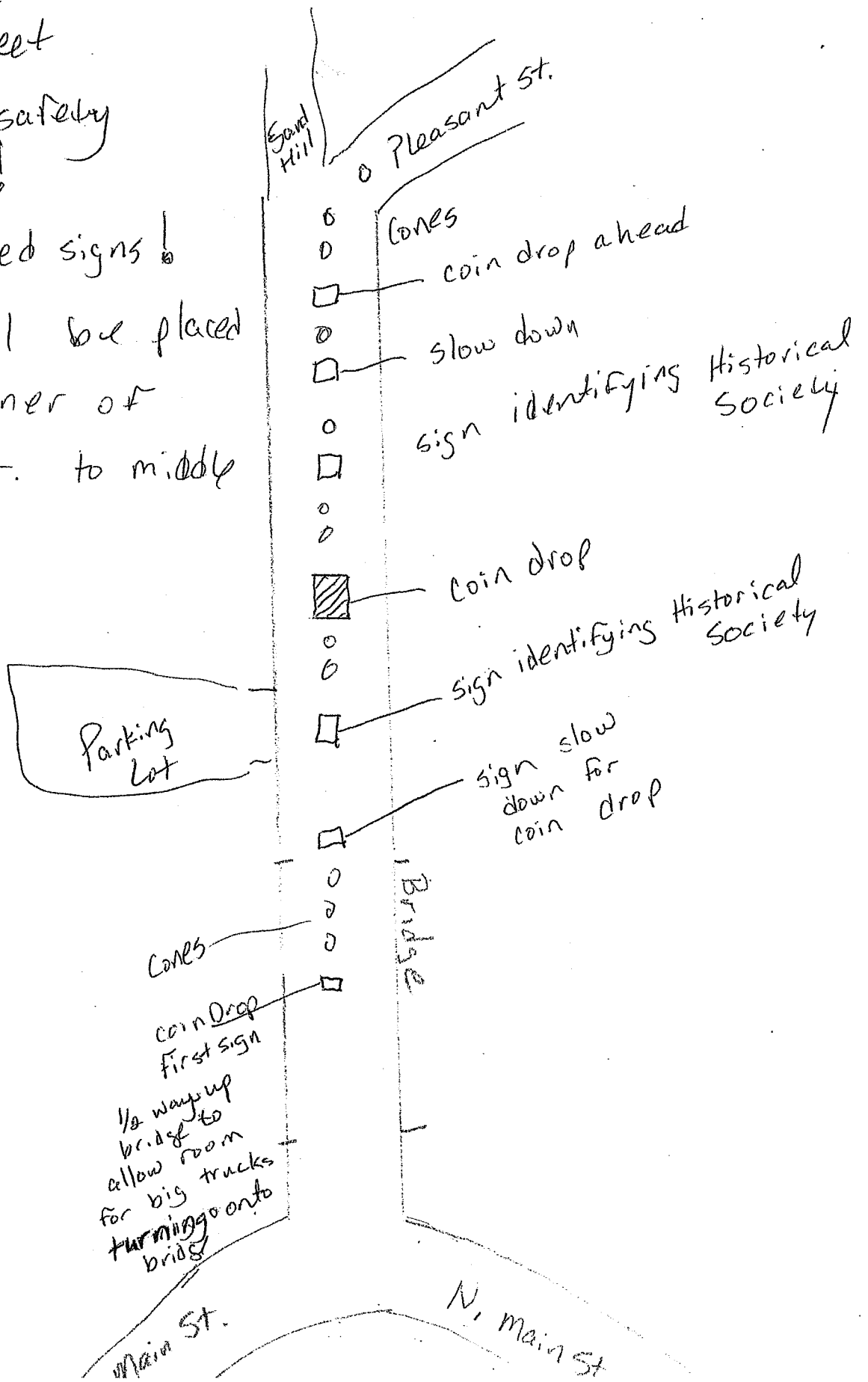
Date _____

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.

Bethel Historical Society - 5/17/2025 Coin Drop

Everyone on the street will have safety vests on!
Neon colored signs!
Cones will be placed from corner of Pleasant st. to middle of bridge.





LETTER OF INTENT TO PARTICIPATE IN THE SFY26 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of Bethel certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2026.
Construct the road BMPs on hydrologically connected road segments - roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for hydrologically connected municipal roads in Vermont. This map layer is available at: http://anr.vermont.gov/maps/nr-atlas.
Prior to construction of the BMPs, receive Construction Authorization from VTrans to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
Post a Clean Water Project sign during construction (select projects only).
Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
Complete all reporting and invoicing requirements using the VTrans requested format.
Submit all Performance Reports and Request reimbursement no later than 12/30/2026 (90 days from end of grant period).
Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are "fully compliant" with MRGP.

Date:

(Duly Authorized Representatives)

Municipality: Bethel

Primary Contact Name and Title: Denise Guilmette (Selectboard Chair or Council)

Note: Primary Contact is responsible for grant execution on Town's behalf, Secondary Contact must be Town Clerk.

Address: 134 South Main St, Bethel, VT 05032

Email: betheltownfinance@comcast.net Phone: 802-234-9340

Town Clerk (2nd contact): Pamela Brown Email: betheltownclerk@comcast.net

Unique Entity Identifier (SAM #): JLG4TM6MMAM1 Fiscal Year End Month (MM): 06

This form must be submitted via email by May 23rd, 2025 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.

DRB Member Terms

To Therese Kirby <betheltownfinance@comcast.net>

Here's what I have for our remaining terms:

Me	2025 <i>2025</i> <i>2028</i>
Chuck Washburn	2025 <i>2028</i>
Brad Andrews	2025 <i>2028</i>
Penny Griffin	2026
Owen Daniel McCarter	2026
Dana Cole-Levesque	2027
Vacant Seat	2027

When do you need an answer on the 2025 folks for reappointment?

Thanks,

Rick

TOWN OF BETHEL
CODE OF ETHICS INVESTIGATION AND ENFORCEMENT POLICY

SECTION 1. AUTHORITY.

This ordinance is adopted by the Selectboard of the Town of Bethel under authority of 24 V.S.A. § 1997.

SECTION 2. PURPOSE.

The purpose of this ordinance is to enact procedures for the investigation of complaints that allege a municipal officer has violated Vermont's Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

SECTION 3. DEFINITIONS.

- A. "Designated Complaint Recipient" means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.
- B. "Municipal Code of Ethics" means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.
- C. "Municipal Ethics Complaint" means a complaint against a "Municipal Officer" or "Officer" alleging a violation of the Municipal Code of Ethics.
- D. "Municipal Officer" or "Officer" means:
1. any member of a legislative body of a municipality;
 2. any member of a quasi-judicial body of a municipality; or
 3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
 - a. advisory budget committee member;
 - b. auditor;
 - c. building inspector;
 - d. cemetery commissioner;
 - e. chief administrative officer;
 - f. clerk;
 - g. collector of delinquent taxes;
 - h. department heads;
 - i. first constable;
 - j. lister or assessor;
 - k. mayor;
 - l. moderator;

- m. planning commission member;
- n. road commissioner;
- o. town or city manager;
- p. treasurer;
- q. village or town trustee;
- r. trustee of public funds; or
- s. water commissioner.

E. "Public body" means any board, council, or commission of the Municipality, any board, council, or commission of any agency, authority, or instrumentality of the Municipality, or any committee or subcommittee of any of the foregoing boards, councils, or commissions.

SECTION 4. COMPLAINTS.

- A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the Municipality.
- B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient.
- C. The Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation of all Municipal Ethics Complaint, and confidentiality will be protected to the extent possible.
- D. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to the Town Manager *or* Chair of the Legislative Body *as applicable*.
- E. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

SECTION 5. ENFORCEMENT. If the Designated Complaint Recipient, or the Chair of the Legislative Body, in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, they will refer the complaint to the Legislative Body for immediate and appropriate corrective action. Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

- A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Legislative Body may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:
 1. The Chair of the Legislative Body may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Chair of the Legislative Body and the Municipal Officer together constitute a quorum of a public body.
 2. The Legislative Body may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The Municipal Officer may request that this meeting occur in public. If

appropriate, the Legislative Body may admonish the offending Municipal Officer in private.

3. The Legislative Body may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Legislative Body may request (but not order) that the offending Municipal Officer resign from their office.

B. Enforcement Against Appointed Officers. In cases in which the Municipal Officer holds appointed office, the Legislative Body may choose to follow any of the steps articulated in Section 5A. In addition to, or in lieu of any of those steps, the Legislative Body may choose to remove an appointed Municipal Officer from office, subject to state law.

C. Enforcement Against Employees. In cases in which the Municipal Officer is also an employee of the Municipality, the Town Manager or Chair of the Legislative Body, as applicable, may take any disciplinary action, up to and including termination, in accordance with the Municipality's personnel policy.

SECTION 6. APPEALS.

A decision of the Legislative Body may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Municipality's personnel policy.

SECTION 7. OTHER LAWS.

This ordinance is in addition to all other ordinances of the Municipality and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 8. SEVERABILITY. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this ordinance. If any statute referred to in this ordinance is amended, this ordinance will be deemed to refer to such amended statute.

SECTION 9. EFFECTIVE DATE. This ordinance will become effective sixty (60) days after its adoption by the Legislative Body. If a petition is filed under 24 V.S.A. § 1973, that statute will govern the taking effect of this ordinance.

Adopted this ____ day of _____, 20____.

Selectboard for the Town of Bethel.

Adoption History

1. Agenda item at regular Selectboard meeting held on 4/28/2025.
2. Read and approved at regular Selectboard meeting on 4/28/2025 and entered in the minutes of that meeting which were approved on 5/12/2025.
3. Posted in public places on 4/29/2025.
4. Notice of adoption published in the Herald newspaper on 5/1/2025 with a notice of the right to petition.

VLCT QUICK GUIDE TO: ORDINANCE ADOPTION, AMENDMENT OR REPEAL

THIS DOCUMENT IS **NOT** APPLICABLE TO ZONING ORDINANCE OR BYLAW ADOPTION. The process for adoption, amendment, or repeal of a zoning ordinance is governed by 24 V.S.A. § 4442.

This Quick Guide is intended to serve as a checklist and administrative record of the adoption, amendment, or repeal of an ordinance and as such its utilization is not required by law. Text should be modified for customized use.

This document reflects current law as of the date of publication. Its use is meant for informational purposes **only**. This document covers the statutorily prescribed process for adopting, amending, or repealing an ordinance and **does not** take the place of legal review and legal advice about the content of the ordinance. Please contact VLCT at (800) 649-7915 with any questions.

Copy text below the dotted line and paste into a new document

[MUNICIPALITY NAME] CHECKLIST FOR ORDINANCE ADOPTION, AMENDMENT, OR REPEAL

The [ordinance, amendment, repeal] is proposed and approved:

- Introduction of proposed [ordinance, amendment, repeal] at regular or special selectboard meeting held on [date].
- Approval of [ordinance, amendment, repeal] by majority of total membership of selectboard on [date].

The selectboard notifies the public of its intent to make the [ordinance, amendment, repeal] effective:

- [ordinance, amendment, repeal] entered into the selectboard minutes on: [date]
- Copies of the [ordinance, amendment, repeal] were posted in the following five conspicuous places in town on [date]:

1. _____
2. _____

3. _____
4. _____
5. _____

- Notice is published in [name of publication] newspaper circulating in the town on: [date], which is not more than 14 days after adoption by the selectboard.
- The newspaper notice includes:
 - Name of the municipality
 - Municipal website address (*if the town has a website and it is updated on a regular basis*);
 - Title or subject of the [ordinance, amendment, repeal]
 - Full text or concise summary of the [ordinance, amendment, repeal]
 - Name, telephone number, and mailing address of a municipal official designated to answer questions and receive comments
 - Location where the full text of the [ordinance, amendment, repeal] may be examined
 - Explanation of citizens' right to petition pursuant to 24 v.s.a. § 1973 for a vote on the [ordinance, amendment, repeal]

If the town does not receive a voter petition within 44 days of the date the selectboard adopted the [ordinance, amendment, repeal] :

- [ordinance, amendment, repeal] will become effective on [date] which is 60 days after the date of its adoption, or is a date established by the selectboard - following the expiration of the 60 days as established by the selectboard;
- [ordinance, amendment, repeal] recorded in town records on: [date].

If the town receives a voter petition within 44 days of date the selectboard adopted the [ordinance, amendment, repeal], the selectboard must warn a town (special or annual) meeting to determine whether voters will disapprove of the [ordinance, amendment, repeal]

- Voter petition received on: [date].

If the annual meeting falls within 60 days from receipt of the petition, the selectboard includes an article pertaining to the [ordinance, amendment, repeal] in the annual meeting warning and:

- At least two copies of the are posted at each polling place during the hours of voting; and
- Enough copies of the ordinance are made to give to voters at the polls upon request.

If the annual meeting does not fall within 60 days from receipt of the petition, the selectboard must call a special meeting:

- On [date], which is within 60 days of the date of receipt of the petition, the selectboard sets the date i.e. "calls" for a special town meeting
- The special town meeting is warned to occur on [date], which is not less than 30 nor more than 40 days from the date when the special town meeting is called
- The warning for the special town meeting is signed by a majority of the selectboard and includes:
 - Date and time of the meeting
 - Location of the polling place or places
 - Indication of the specific business to be transacted.
- The warning for the special town meeting is filed with the clerk.
- Notice of and warning for the special town meeting is given by:
 - Publishing in [name of publication] newspaper (i.e. The town's paper designated for warnings) on [date], which is at least 5 days before the special town meeting
 - Posting on [date], which is not less than 30 nor more than 40 days before the meeting, at the following locations
 - Near the clerk's office
 - In the following two public places in town:
 - _____;
 - _____.
 - Posting on [date], on the town's website (recommend posting simultaneously with public postings)
 - The posted notice includes information on voter registration and early or absentee voting
- On the day of the special town meeting and during the hours of voting:
 - At least two copies of the ordinance are posted at each polling place
 - Enough copies of the ordinance are made to give to voters at the polls upon request.

If the voters disapprove of the [ordinance, amendment, repeal] at an annual or special town meeting, the [ordinance, amendment, repeal] does not take effect.

If the voters approve of the [ordinance, amendment, repeal] at an annual or special town meeting, the [ordinance, amendment, repeal] takes effect at the conclusion of that meeting (unless otherwise specified).

TOWN OF BETHEL
FUND BALANCE POLICY
FOR GENERAL FUND
for
NON-SPENDABLE, RESTRICTED, COMMITTED, ASSIGNED, AND
UNASSIGNED FUNDS

PURPOSE: The purpose of this Fund Balance Policy is to establish and maintain high standards for accounting practices in the Town of Bethel, thereby enabling the Selectboard, Town Manager, Department Heads, and ultimately the voters, to make sound decisions in preparing and adopting the Town Budget and managing Town finances. This Fund Balance Policy pertains to the net position of the General Fund, and is calculated in accordance with generally accepted accounting principles (GAAP) and is meant to serve as a framework upon which consistent operations may be built and sustained.

POLICY: All below listed types of funds must be reported, separately, in the financial statements within the annual audit:

Non-Spendable: These funds cannot be spent as they are either not in spendable form or there is a legal or contractual requirement for the funds to remain intact.

Committed: These funds are the portion of spendable fund balances that reflect constraints that the Town has imposed upon itself by a formal action of the Town's Select Board and is imposed prior to year-end. An example of this is: taxes raised in the current year for a specific purchase or project, were not expended in the current year but will be expended in the upcoming year.

Assigned: These funds are intended to be used by the government for specific purposes. This constraint is imposed by the budget voted on by the Town's residents, to apply prior year Unassigned Fund balance money to the upcoming Fiscal Year.

Unassigned: Unassigned Funds include all spendable amounts not contained in the above classifications, and are therefore, not subject to any constraints. Unassigned funds are available for any purpose approved by the Selectboard and voters. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, it is essential that governments maintain adequate levels of fund balances to mitigate current and future risks and to ensure stable tax rates.

Restricted: These funds have applicable legal restrictions per provisions of GASB #54.

Fund Balance Target: In order to maintain sufficient cash flow for working capital and emergency expenditures the Town will maintain a minimum of:

- Unassigned Funds : 30% of the most recently voted General fund expense budget.

Fund Balance Uses:

Unassigned: Amounts exceeding 30% of the current Fiscal Year General budget, will be used for expenses in the following order:

1. Current General and Highway emergency expenses, such as a FEMA event that will not **likely be reimbursed to Bethel for many years.**
2. Offset the next General or Highway Budget expense lines, including contributions to Capital Reserves with a specified purpose.
3. Any unbudgeted expenses approved by the Selectboard.

Fund Balance Replenishment: When the Unassigned Fund Balance drops below 25% of the current Fiscal Year budget, the Town will only use Unassigned funds for emergency purposes until the balance is replenished.

Approved Date: _____

Denise Guilmette

David Eddy

Jordan Garrow

Brian Wright

Ben Roberts

Calculation of Available General Fund Balance FY ending 6/30/24		
Cash	1,993,268	Cash, prepaid items, receivables (not inc. due to)
- Liabilities	-155,645	A/p, accrued payroll/benefits
- Loan payments current FY only	-117,746	Church St. Bridge, Fire Truck, Town Hall, Debt/flood
- Encumbrances	-74,501	Non-spendable, restricted & committed funds
- Deferred Revenue	-316,628	Prepaid taxes, lease receivable, & Town of Roylton loan
Total Fund Balance	\$1,328,748	
Calculation of Available Fund Balance Percentage		
Annual GF Expenditures for FY 25/26	3,242,105	
30% of Annual GF Expenditures	\$972,632	
Total Fund Balance	1,328,748	
- 30% of GF Expenditures	972,632	Reserve for emergency expenses
Difference	\$356,117	Move to reserve funds (Town Garage)

TOWN OF BETHEL, VERMONT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2024

Exhibit C

*Cash inc: \$25,811 cemeteries clerk
\$ 1,701*

ASSETS	General Fund	FEMA Fund	Campbrook/Federal Highway Fund	Capital Roads Fund	Non-Major Governmental Funds	Total Governmental Funds
Cash	1,632,651					
Investments	\$ 1,660,163	\$ 0	\$ 0	\$ 0	\$ 684,202	\$ 2,344,365
Receivables (Net of Allowance for Uncollectibles)	0	0	0	0	384,935	384,935
Lease Receivable	254,750	1,289,198	0	0	51,825	1,595,773
Due from Other Funds	68,675	0	0	0	0	68,675
Prepaid Items	494,627	0	0	328,286	712,410	1,532,323
	37,192	0	0	0	0	37,192
Total Assets	1,993,268	\$ 1,289,198	\$ 0	\$ 328,286	\$ 1,833,372	\$ 5,963,263
LIABILITIES						
Accounts Payable	\$ 130,621	\$ 5,873	\$ 0	\$ 30,879	\$ 3,464	\$ 170,837
Accrued Payroll and Benefits Payable	25,024	0	0	0	0	25,024
Due to Other Funds	0	1,379,222	0	0	111,522	1,490,744
Unearned Revenue	0	0	0	0	12,200	12,200
Total Liabilities	155,645	1,385,095	0	30,879	127,186	1,698,805
DEFERRED INFLOWS OF RESOURCES						
Prepaid Property Taxes	15,941	0	0	0	0	15,941
Lease Receivable	66,009	0	0	0	0	66,009
Unavailable Property Taxes, Penalties, and Interest	71,000	0	0	0	0	71,000
Unavailable Grants	0	594,302	0	0	51,825	646,127
Unavailable Receivable from the Town of Royalton	163,678	0	0	0	0	163,678
Total Deferred Inflows of Resources	316,628	594,302	0	0	51,825	962,755
FUND BALANCES/(DEFICIT)						
Nonspendable	39,858	0	0	0	317,391	357,249
Restricted	25,168	0	0	0	539,622	564,790
Committed	9,475	0	0	297,407	673,507	980,389
Assigned	0	0	0	0	187,980	187,980
Unassigned/(Deficit)	1,965,633	(690,199)	0	0	(64,139)	1,211,295
Total Fund Balances/(Deficit)	2,040,134	(690,199)	0	297,407	1,654,361	3,301,703
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 2,512,407	\$ 1,289,198	\$ 0	\$ 328,286	\$ 1,833,372	
Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:						
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are not Reported in the Funds.						17,486,151
Other Assets are not Available to Pay for Current-Period Expenditures and, Therefore, are Deferred in the Funds.						880,805
Long-term and Accrued Liabilities, Including Bonds Payable and the Net Pension Liability, are not Due or Payable in the Current Period and, Therefore, are not Reported in the Funds.						(2,477,938)
Deferred Outflows and Inflows of Resources related to the Town's Participation in VSERS are applicable to Future Periods and, Therefore, are not Reported in the Funds.						12,903
Net Position of Governmental Activities						\$ 19,203,624

The accompanying notes are an integral part of this financial statement.

Town of Bethel
Selectboard Minutes
Monday, April 14, 2025
6 pm @ Bethel Town Hall & via Zoom

[Zoom Meeting Link](#) Meeting ID: 856 4812 9644 Passcode: 109253 Dial: 1-646-558-8656

(Documents supporting all items are in the Selectboard Packet for this meeting.)

Present: Dave Eddy, Jordan Garrow, Denise Guilmette, Brian Wright, Therese Kirby and Julie Kraus.

Visiting: Mark Boettcher, Lisa Campbell, Dana Cole-Levesque, Owen Daniel-McCarter, Eric Duffy, Christina Fabiano, Michelle Gama, Ele Griffin, D. Gene Kraus, Richard Manning, Michael Olmstead, Charles Piso, Ben & Sally Roberts, Adam Stearns and Eric Webb.

6:00 pm: Chair Denise Guilmette called the meeting to order. Jordan Garrow asked to add the Bethel Library request as the last agenda item before Minutes and Communications. Jordan Garrow moved, Brian Wright seconded, to approve the agenda as amended. So voted.

6:03 pm The Selectboard interviewed Mark Boettcher, Christina Fabiano, Ben Roberts and Adam Stearns in public session for the balance of the vacant one-year selectboard seat.

Denise thanked all who expressed interest in the vacant Selectboard seat. Each candidate introduced themselves and were available to answer questions. The Selectboard will make a final decision to appoint a public officer in an open session and will explain the reasons for their decision.

6:07 pm Jordan Garrow moved, Brian Wright seconded, to enter Executive Session to discuss the appointment of a public officer per 1 VSA § 313 (3). So voted.

Brian Wright moved, Jordan Garrow seconded, to exit Executive Session and return to the open Selectboard session. So voted.

6:43 pm The Selectboard returned to the public Selectboard meeting. Denise Guilmette thanked all the candidates and encouraged them to consider joining one of the many Bethel committees as many volunteers are needed. She then announced that the Selectboard chose Ben Roberts to fill the vacant seat.

Brian Wright moved, Jordan Garrow seconded, to appoint Ben Roberts to the one-year vacancy on the Selectboard per 1 VSA § 313 (3). So voted.

Appointments:

Bethel ATV Club (BATV Club), Richard Manning re: annual approval of using specific public roads (see Map)

Therese Kirby reported no complaints to the Town Office regarding the ATV Club and Richard Manning stated any issues reported to the BATV Club were cleared with no complaints. Jordan Garrow moved, Brian Wright seconded, to approve the use of specific public roads (see map) by the Bethel ATV Club. So voted.

Bethel Planning Commission (BPC) re: discussion of their work on the Town Plan, etc. Eric Webb of the Bethel Planning Commission spoke about their work. Deadline for the final draft of the plan is 2028 April. This about a six-month process and their data comes to the Selectboard. Each time the report is done, it is an update of the previous issue. In 2024 the legislature made significant changes to Act 250 and the BPC recently received updated maps and they feel behind schedule. Hoping to receive a municipal planning grant from the federal government which will help tremendously with data management (applying in the fall). Gene Kraus stated he and Paul Vallee are representing Bethel with TRORC who have been working on a regional plan and Bethel's will be incorporated into the TRORC plan. All Bethel committees also add their information to the BPC plan.

Dana Cole-Levesque reviewed some of the commission's history over the last year. Looking at similar issues as the Development Review Board (DRB), the Town hired a Vermont Law and Graduate School (VLGS) student to aid the management of the data in their project. The current student is finishing school soon, so they are looking for funding to fill the position. They hope the position will be funded partly by the town and partly by Two Rivers Ottauquechee Regional Commission (TRORC). The BPC will be in charge of doing a large survey, encompassing questions from all committees/commissions, as part of the municipal planning grant and updating the Town Report. Therese explained we had budgeted some money for the student in the contract labor budget.

Public Comment- None

Jordan Garrow moved, Brian Wright seconded, to officially appoint Jamie Floyd, Reed Osbourne and Sally Roberts to the Bethel Fire Advisory Board (BFAB), per Geary Coogler's request as Chair. So voted.

Jordan Garrow moved, Brian Wright seconded, to appoint Caleb Harwood to the Class 4 Road Committee. So voted.

Jordan Garrow moved, Brian Wright seconded, to appoint Jason Roger (Captain at Bethel Fire Department [BFD]) as Fire Warden, to serve the one-year balance of Geary Coogler's term. So voted.

Jordan Garrow moved, Brian Wright seconded, to appoint the Selectboard Chair Denise Guilmette as Health Officer per State law. So voted.

Jordan Garrow moved, Brian Wright seconded, to approve the annual second class liquor license and tobacco license for Robertson, Ida J. (Locust Creek Store) and an annual second class liquor license for Giraffe's Gems, 144 Main Street (owner Timothy Fournier). So voted.

Jordan Garrow moved, Brian Wright seconded, to authorize the Town Manager to sell the Town's 2021 John Deere Z915 EzTrak mower. So voted.

Adopt two new and one updated suggest operating guidelines (SOG) from the Bethel Fire Department Advisory Board (BFDAB).

Jordan Garrow moved, Brian Wright seconded, to adopt the Bethel Fire Department Advisory Board SOGs, included in their packet. So voted.

Brian Wright moved and Jordan Garrow seconded to approve the Bethel Library request to hold a coin drop on April 26 (rain date June 14) from 8 am to 11 am at the White Church and provide evidence of insurance. So voted.

Minutes and Communications:

1. Town Manager's Report
 - a. A proposal for a paving grant for Camp Brook Road has been submitted and 15% added for potential increases in costs.
 - b. The Town has been awarded a \$220,380 grant for the Falcon Drive/North Street Stormwater Project with the Town's responsibility for a \$55,095 match for a total project cost of \$275,475. Part of Bethel for All projects. This will be a 2025 or 2026 construction season project.
 - c. Bids are in for the Sugar Hill project, the last FEMA project for the December 2023 Flood Event. Low bidder is Waters Excavation, Inc., for \$735,995 and will replace the large culvert with a 20' x 34' bridge and should go in 2025.
 - d. The fire truck on order is coming along great. The chassis has been built and we are still hoping to take delivery in December 2025.
 - e. Chris Fors, VOREC Project Manager, will attend the Selectboard meeting on 4/28/2025 to update the Selectboard that project.
 - f. Ted Brady, VLCT Executive Director, is coming to Bethel to visit on April 16.

- g. Alice, our new front person is in place and the new IT firm will begin in the next couple of weeks.
2. Selectboard Minutes from 3/24/2025. Jordan Garrow moved, Brian Wright seconded, to approve the minutes of the Selectboard meeting of 3/24/2025. So voted.
3. Other Communications: Bethel Fire Department Advisory Board minutes 2/4/2025 and 4/1/2025; Bethel Recreation Committee minutes 4/2/2025; Bethel Conservation Commission meeting minutes 4/8/2025; March Budget Status Report.
4. Any Other Business Necessary to Come Before the Board - None

7:35 pm: Brian Wright moved, Jordan Garrow seconded, to adjourn the Selectboard meeting. So voted.

The next Selectboard meeting will be on Monday, April 28, 2025, at 6:00 pm, at the Town Hall.

Submitted by Julie Kraus.

Windsor County

BILL #: 3146

TOWN OF BETHEL
SUMMARY OF ACTIVITIES FOR MARCH 01, 2025
MARCH 31, 2025

DATE	TIME	HOURS
3/4/2025	700-1200	5
3/7/2025	800-1500	7
3/7/2025	1200-1330	1.5
3/3/2025	1400-1800	4
3/8/2025	1600-2000	4
3/13/2025	1200-1700	5
3/11/2025	700-1300	6
3/19/2025	1400-1500	1
3/17/2025	1630-2030	4
3/18/2025	1200-1800	6
3/21/2025	1800-2300	5
3/22/2025	1400-2000	6
3/24/2025	1530-2000	4.5
3/25/2025	1430-1930	5
3/28/2025	1600-2200	6
3/30/2025	1530-1830	3
3/28/2025	1030-1500	4.5
3/26/2025	800-1700	9
3/26/2025	2030-0230	6
TOTALS:		<u>92.5</u>

Call Type	Incident Number	Date/Time	Location	City
Directed Patrol	25WVNC001666	3/30/2025 15:50	134 S Main St, Bethel, VT	Bethel
Traffic Stop	25WVNC001647	3/28/2025 21:25	Rt107/Cleveland Brook Rd, Bethel, Vt	Bethel
Directed Patrol	25WVNC001646	3/28/2025 19:27	Camp Brook Rd / Sugar Hill, Bethel, vt	Bethel
Directed Patrol	25WVNC001643	3/28/2025 15:59	134 S Main St, Bethel, VT	Bethel
Traffic Stop	25WVNC001641	3/28/2025 14:38	VT Route 107 / VT Route 12, Bethel, VT, 05065	Bethel
Directed Patrol	25WVNC001640	3/28/2025 13:44	Main St / Avon Dr, Bethel, VT, 05032	Bethel
Agency Assistance	25WVNC001635	3/28/2025 10:25	134 S Main St, Bethel, VT	Bethel
Directed Patrol	25WVNC001602	3/26/2025 23:38	Camp Brook Rd / Sargents Way, Bethel, VT, 05032	Bethel
Suspicious Person/Circumstance	25WVNC001600	3/26/2025 21:14	134 S Main St, Bethel, VT	Bethel
Traffic Stop	25WVNC001597	3/26/2025 15:06	739 Sand Hill Rd, Bethel, VT, 05032	Bethel
Traffic Stop	25WVNC001589	3/26/2025 11:01	88 North Rd, Bethel, VT, 05032	Bethel
Directed Patrol	25WVNC001585	3/26/2025 9:51	88 North Rd, Bethel, VT, 05032	Bethel
Directed Patrol	25WVNC001584	3/26/2025 8:00	134 S Main St, Bethel, VT	Bethel
Directed Patrol	25WVNC001565	3/25/2025 13:57	134 S Main St, Bethel, VT	Bethel
Traffic Stop	25WVNC001554	3/24/2025 17:49	VT Route 107 / North Rd, Bethel, VT, 05032	Bethel
Traffic Stop	25WVNC001552	3/24/2025 16:22	Church St, Bethel, VT	Bethel
Directed Patrol	25WVNC001551	3/24/2025 15:47	VT 107 / I-89, Bethel, VT	Bethel
Directed Patrol	25WVNC001548	3/24/2025 13:54	134 S Main St, Bethel, VT	Bethel
Directed Patrol	25WVNC001504	3/22/2025 13:33	134 S Main St, Bethel, VT	Bethel
Directed Patrol	25WVNC001495	3/21/2025 18:01	134 S Main St, Bethel, VT	Bethel
Miscellaneous Call	25WVNC001446	3/18/2025 16:21	309 Sunrise Rd, Bethel, VT, 05032	Bethel
Directed Patrol	25WVNC001442	3/18/2025 13:50	134 S Main St, Bethel, VT	Bethel
Traffic Stop	25WVNC001414	3/17/2025 17:36	Rte 107 / Royakton Barracks, Bethel, VT	Bethel
Traffic Stop	25WVNC001412	3/17/2025 17:09	2457 Pleasant St, Bethel, VT, 05032	Bethel
Directed Patrol	25WVNC001409	3/17/2025 16:23	134 S Main St, Bethel, VT	Bethel
Directed Patrol	25WVNC001360	3/13/2025 11:25	Town Of Bethel, Bethel, Vt, 05032	Bethel
Citizen Assist	25WVNC001356	3/13/2025 8:47	3348 Peavine Blvd, Bethel, VT, 05032	Bethel
Directed Patrol	25WVNC001306	3/11/2025 7:06	134 S Main St, Bethel, VT	Bethel
Traffic Stop	25WVNC001301	3/10/2025 17:58	89 S Ex 2, Bethel, VT, 05032	Bethel
Traffic Stop	25WVNC001273	3/8/2025 18:46	VT Route 107 / VT Route 12, Bethel, VT, 05065	Bethel
Directed Patrol	25WVNC001267	3/8/2025 15:15	134 S Main St, Bethel, VT	Bethel
Directed Patrol	25WVNC001254	3/7/2025 11:59	134 S Main St, Bethel, VT	Bethel
Citizen Dispute	25WVNC001252	3/7/2025 10:32	1003 Sand Hill Rd, Bethel, VT, 05032	Bethel
Directed Patrol	25WVNC001248	3/7/2025 8:09	134 S Main St, Bethel, VT	Bethel
Directed Patrol	25WVNC001174	3/4/2025 7:05	134 South Main St, Bethel, VT	Bethel
Directed Patrol	25WVNC001168	3/3/2025 14:47	134 South Main St, Bethel, VT	Bethel

Ticket Date/Time	Ticket Nutr	Ticket Violation	Penalty	Actual Spee	Posted Spee	Violation Street Name	Violation City
3/28/2025 21:25	IBR - 11-20	IBR - 11-20 MPH Over Speed Limit-Local	0	52	50	R107/Cleveland Brook rd	Bethel
3/28/2025 14:38	4098779	SL2 - 11-20 MPH Over Speed Limit	179	54	35	VT Route 107 / VT Route 12	Bethel
3/26/2025 13:44	14380	VNI - Vehicle Not Inspected Within 15 Days Of VL Registration	0	0	0	Main St / Avon Dr	Bethel
3/26/2025 11:01	12279	VNI - Vehicle Not Inspected Within 15 Days Of VL Registration	0	0	0	North Rd	Bethel
3/26/2025 9:51	12289	LBR - 11-20 MPH Over Speed Limit-Local	0	67	50	North Rd	Bethel
3/24/2025 17:49	4099115	NR - Persons Required To Register	162	0	0	VT Route 107 / North Rd	Bethel
3/24/2025 16:22	Verbal	VNI - Vehicle Not Inspected Within 15 Days Of VL Registration	0	0	0	Church St	Bethel
3/24/2025 15:47	Verbal	VNI - Vehicle Not Inspected Within 15 Days Of VL Registration	0	0	0	VT 107 / I-89	Bethel
3/17/2025 17:36	Verbal	DLT - Driving On Roadways Laned For Traffic	0	0	0	Roe 107 / Royalkon Barracks	Bethel
3/17/2025 17:39	Verbal	BR - 11-20 MPH Over Speed Limit	0	67	50	Pleasant St	Bethel
3/16/2025 17:58	Verbal	SL2 - 11-20 MPH Over Speed Limit	0	0	0	I 89 S Ex 2	Bethel
3/8/2025 18:46	4098725	LBR - 11-20 MPH over speed limit - Local	158	65	50	VT Route 107 / VT Route 12	Bethel

TOWN OF BETHEL
TRUSTEE OF PUBLIC FUNDS
4/16/2025 Minutes

Members Attending: Scott Putney, Sandy Farrell, Rick Benson

Public Attending: None

The meeting was opened at 12:56 by Chair S. Putney.

The minutes from the August 9, 2024 meeting were read and accepted.

The agenda as printed was approved.

Review Accounts Growth and Disbursements

The balance sheet provided by Treasurer S. Farrell was reviewed and discussed. See below in New Business for further details.

Review of 2025 Town and School Reports

The information printed in the Bethel Town Report was reviewed with favorable comments for both the financial details and the information Chair S. Putney had composed regarding the history and duties of the Trustees of Public Funds. He will continue this for next year with some additional information.

The School Report information was discussed with Chair Putney noting that there was also Cowdrey fund (different from the one we handle) listed in their report. He followed up on that with an official from the school, as well as where the distributions from the funds that we handle were entered in the School Report. More information is to follow on this issue at our next meeting.

Discussion of Combining Cemetery Funds

Chair Putney reported that his research of the origin of the various cemetery funds had not found any directive as to how each were to be disbursed with the exception of the Cowdrey fund. After exploring the possibility of combining the various cemetery accounts with Town Manager Therese Kirby, a motion was made by R. Benson to combine the Cherry Hill, East Bethel, Fairview, and Lympus & Gilead Cemetery funds and annually disburse a percentage of the earnings as directed by the Trustees of Public Funds to the Town for ongoing maintenance of the Bethel cemeteries. There was a second to the motion by S. Farrell and the motion passed unanimously.

It was also decided that each cemetery should be identified by it's physical address for for the benefit of future researchers of the history of this action. Look to the next annual meeting minutes for further information on this topic.

Discussion of Turning the TPF Booking over to the Town with TPF Oversight

Town Manager Therese Kirby was asked to join the meeting at this point to discuss this topic. Trustee Farrell had had a prior conversation with Ms. Kirby to explore the concept of handling the month to month bookkeeping. She was agreeable to this happening if the staff had assistance from Treasurer Farrell in setting up the accounts. It was the consensus of the TPF members to move forward with this action. A formal vote regarding this issue will be taken at our next annual meeting.

Schedule Future Meetings if Necessary

None planned other than the Annual Meeting.

New Business

Chair Putney has researched the directive of the Ethelyn Tucker Fund and discovered it was to be "for the benefit of the poor". Apparently, the disbursements have been going to the school instead. His recommendation was to direct the annual earnings to the food shelf going forward.

S. Farrell then moved that a percentage of the annual earnings of the Ethelyn Tucker Fund be directed to the Bethel Food Shelf in an amount as directed by the Trustees. R. Benson seconded the motion and which was passed by unanimous vote.

Chair Putney also reported that through his research, the Bass Park Fund does not specifically identify which park the disbursements should be directed to. He also had a conversation with Neal Fox who is the remaining member of the local American Legion group regarding the money left to the town for on going maintenance of the bandshell. He had no recollection of any directives of specifically how the monies were to be disbursed. In light of this information, Chair Putney proposed that the two funds be combined as well.

After further discussion, and with additional input from Town Manager Kirby, A motion was made by R. Benson to combine the Bass Park Fund and the American Legion Bandshell Fund and to annually disburse a percentage as determined by the Trustees of the proceeds of the funds specifically to the "Parks and Public Spaces" account with the Town of Bethel. S. Farrell seconded the motion and it passed unanimously.

Additionally, a discussion ensued regarding the possibility, once the above actions are taken combining the assets of the individual accounts mentioned, of moving the CD's into the Osaic market funds. It was decided that there should be a discussion with our Fund Manager at Northfield Savings bank regarding this issue. Chair Putney will arrange a meeting and notify the other Trustees with the date and time of the meeting.

There being no other business at hand, the meeting was adjourned at 3:02 PM.

Respectfully Submitted,

Rick Benson, Secretary

Town of Bethel, Vermont
Conservation Commission Meeting Minutes

Tuesday, 4/8/25, 6:30 PM

Meeting brought to order at 6:35pm.

Present: Emily Miller, Mark Heckman, Ferron Griffin, Stephanie Nyzio, Lisa Campbell, Chris Fors, Danny Dover, Mary Floyd, Dan Healy (virtual for item 2)

1. Minutes: Minutes from the March meeting were approved as written.
2. Meeting the new county forester, Dan Healey
 - a. Dan joined us via zoom. Most of our discussion focused on the management plan for the Quimby Town Forest.
 - b. Dan will contact the town about road improvements and about whether the logging job needs to go out to bid.
 - c. The work is on track to possibly happen winter 25-26.
 - d. The CC will review the plan before our next meeting.
 - e. It has been several years since AJ's plan. We discussed possible modifications to the plan.
 - i. One possible change to the initial plan may include some changes to stand 1 - plan called for group selections at a small size. Would recommend going up to slightly larger sizes, up to ½ acre.
 - ii. We discussed the need to think about any trails we want to save, improve, make space for. The CC will discuss this idea further at a future meeting.
3. Green up day, 5/3/25
 - a. Lunch will be provided to volunteers by BFAS and the Rotary at the White Church at 12pm.
 - b. Data collection sheet available at the trucks and lunch.
 - c. Stephanie will tackle some details for the CC. For example, are trucks scheduled? 8-12 at the lot? Stephanie will follow up.
 - d.
 - e. Publicizing
 - i. Herald (Stephanie)
 - ii. Facebook (Lisa)
 - iii. Front Porch Forum
 - iv. Hang posters (Mark and Stephanie)
 1. Addendum will be included (Emily and Stephanie).
 2. Info to include: where to pick up bags, where to bring your trash, hours, lunch
4. Kate's Pond Update
 - a. Meeting with Jaron Borg 4/23/25 at 2:30pm
 - b. Some CC members plan to join.
5. Staircase from Ballfield to brick church street
 - a. Tree fell directly on it causing minimal damage.
 - b. The tree has been removed. Repairs are planned for the next couple of weeks.

6. Other

- a. Wayfinding is going well.
- b. At least one trail intern has been hired for maintenance and some trail improvements in Bethel this summer, will likely be 2 people.
- c. Gilead Park parcel has dirt bike trails being built. The CC will approach him about it.
- d. Marsh Meadow and Spring Hollow kiosks will be relocated - one to the ball field and one to the rec center.
- e. Some discussion about what is going on at the state level about land use districts. Maybe representatives of the Planning Commission can join us for our May meeting.

Meeting adjourned at approximately 8:20pm. Next meeting will be Tuesday, 5/13/25, 6:30pm at the Town office.

Record keeping

- 1. Terms of Conservation Commission members (dates indicate end of 3-year terms)
 - a. Mary Floyd 2027
 - b. Ferron Griffin 2028
 - c. Emily Miller 2028
 - d. Danny Dover 2028
 - e. Lisa Campbell 2026
 - f. Mark Heckmann 2027
 - g. W. Chris Fors 2027
 - h. Stephanie Nyzio 2027
- 2. CC Capital Investment Fund Balance as of June 2024 = \$9074.