

Town of Bethel  
Selectboard Agenda  
**Monday, February 26, 2024**  
6:00 pm at Bethel Town Hall (318 Main Street) & via Zoom

[Zoom Link](#) Meeting ID: 835 4203 1469 Passcode: 392055 Phone # 1-646-558-8656

**6:00 pm:** Call meeting to order and approve the agenda.

**6:03 pm:** Feron Griffin, Conservation Commission re: request to give \$3,500 to VOREC project for trail on Carla's Meadow

**Public Comment**

**Budget Informational Meeting for March 5, 2024 Town Meeting.** The proposed budget is \$3,099,876 in expenses, \$494,248 in revenue for a total of \$2,605,628 to be raised by taxes. This does not include additional articles for the Bethel Library, Bethel Food Shelf, Playhouse Theatre or So. Royalton Senior Center

**Discussion only**

Town Moderator, Rick Benson to review Town Meeting Warning

**Discussion Only**

Planning Commission's request for Chuck Davis to be appointed to the PC for a three-year term.

**Motion to appoint**

Sanbor Enterprises, LLC request for a second-class liquor license and one time occasion event permit for 3/12/2024 from 6 pm to 10 pm, for a wine tasting associated with Bethel University.

**Motion to approve**

Minutes and Communications:

1. Town Manager's Report
2. Selectboard Minutes from 2/12/2024
3. Other Communications
4. Any Other Business Necessary to Come Before the Board

## Selectboard Meeting Agenda Notes for 2/26/2024 Meeting

1. Feron will be here to request the Selectboard give \$3,500 of the Conservation Fund money to the VOREC project, to build a trail on Carla's Meadow. Due to the lag time in being awarded the VOREC grant and actually getting the grant agreement, costs for trail work increased. Chris Fors, our Project Manager for VOREC, approached the Conservation Commission. This will help us meet the goals for trail building.
2. Budget Informational and Rick Benson will be here. Just like last year, a Selectboard Member needs to be prepared to discuss each article on the warning.
3. Planning Commission's request to appoint Chuck Davis to the Planning Commission for a three-year term.
4. Two liquor license applications

### Town Manager's Report

- Congratulations to Richard Manning for applying for a grant with no match required, that will gain us \$20,000+ in equipment for the wastewater treatment plant. This required equipment is to meet new EPA standards.
- In your packet is information on FEMA and Federal Highways.
- Brian Wright had requested information on the Road Crew's activities since December 1<sup>st</sup>, so I created a spreadsheet that is in your packet. It is broken down by activity.

02/22/24  
03:53 pm

Town of Bethel General Ledger  
Balance Sheet ~~Current Year~~ - Period 8 Feb  
Conservation Fund

Account

Curr Yr Pd 8 Feb  
Actual

-----  
**ASSET**

42-1-01-00.00 Due from <to>

10,074.51

**Total Asset**

-----  
10,074.51  
=====

**LIABILITY**

**Total Liability**

-----  
0.00  
-----

**FUND BALANCE**

42-3-00-00.00 Fund Balance

-10,074.51

**Total Prior Years Fund Balance**

-----  
-10,074.51  
-----

Fund Balance Current Year

0.00

**Total Fund Balance**

-----  
-10,074.51  
-----

**Total Liability, Fund Balance**

-----  
-10,074.51  
=====

**Town of Bethel**  
**Proposed FY 2023 Budget Summary**

This year's proposed budget has an increase in expenses of 3.34% over last year. That does not include the Bethel Food Shelf's request for an additional \$25,000, the South Royalton Senior Center's request for an additional \$6,000, the Playhouse Theater's request for \$3,000 or the Bethel Library's request for an additional \$27,500. Those four additional requests will increase the expenses to 5.39% over last year.

Currently, one-cent on the tax rate raises \$21,400. The Selectboard's proposed budget is an increase of three-cents on the tax rate, the four additional requests will add another three-cents. As an example, a home valued at \$250,000 would have a municipal tax increase of three-cents. That would be a tax increase of \$250 over last year. The additional four requests will make the tax increase \$325 over last year.

When you receive your tax bill, it includes your municipal taxes as well as your school tax. In the 2023/2024 tax year, the municipal tax rate was \$1.19 per \$1,000 of value of your property. The school tax was \$1.51 per \$1,000 of the value of your property. Your school budget is voted from the floor on Monday, March 4<sup>th</sup> date at 6pm at the White River Unified School District Bethel campus this year. They are currently proposing a twelve-cent tax increase.

In the Selectboard's proposed FY 2024/2025 budget, you will see an increase in line items for material and capital appropriations for the Public Works Department. There is an increase in gravel, highway rehabilitation, highway equipment, equipment rental, guardrail and the ERAF (Bethel is responsible for 12.5% of the cost of any FEMA disaster, which includes Pinello Bridge and the July flood event). We incurred over \$1.2 million dollars in damage in the July Flood Event, so we will pay out \$150,000 over the next four years. That amount does not include any damage on Campbrook Road, as that is a Federal Highway and we are being reimbursed 100%. Increases in highway rehabilitation will cover grant matches, as well as address road projects.

There is a proposed increase of 23.6% in the Constable budget. There has been a large public outcry to increase policing in Bethel. The Selectboard entered into a contract with the Windsor County Sheriff to run from January 1, 2024 to June 30, 2024, for \$30,000. This money is coming out of the labor line of the Constable budget, as it will not be spent by our current constables. The Selectboard is proposing to contract with the Windsor County Sheriff from July 1, 2024 to June 30, 2025 for \$80,000. This would give Bethel approximately 25 hours per week of coverage.

The Parks & Public Places budget has increased to reflect hiring a full-time person to maintain all town buildings, parks, mowing, assist the water/sewer operator as needed and to work full-time for the Public Works department in the winter plowing and if needed in the summer. Some of this increase is offset by the decrease in Public Works personnel budget, as they will replace a currently budgeted for seasonal employee.

You will also see an increase in the capital improvement reserve fund (capital buildings) and a new budgeted loan payment of \$13,940. That is to pay for 23% of the second phase of the water project. It covers the road work, paving, etc.

While we outlined the expenses, there are decreases in the Public Works department, Recreation Department, Town Hall budget and Listers budget. There is a slight increase in non-tax revenue as well.

Bethel secured grant funds of \$241,000 in FY2023, with an additional \$72,800 of grant applications out now, that we are hoping will be funded.

## WARNING

### TOWN OF BETHEL ANNUAL TOWN MEETING

The legal voters of the Town of Bethel are hereby warned, and notified, to meet at the **WHITE RIVER UNIFIED MIDDLE SCHOOL, BETHEL CAMPUS GYMNASIUM**, in said Bethel on Tuesday, March 5, 2024, at 10:00 am to transact the following business from the floor: Voting on Article 1 will be via Australian ballot, at the same location, and polls will be open from 8 am to 7 pm.

Article 1. To elect by Australian ballot the following Town Officers as required by law: one Town Moderator for a one-year term, one Town Clerk for a one-year term, one Town Treasurer for a one-year term, one Selectboard Member for a three-year term, one Selectboard Member for a two-year term, one Trustee of Public Funds for a three-year term, one Lister for a three-year term, one Lister for a two-year term and one Lister for a one-year term.

Article 2. Shall the voters authorize total fund expenditures for operating expenses of \$3,099,876 of which \$2,605,628 shall be raised by taxes and \$494,248 non-tax revenues?

Article 3. Shall the voters appropriate up to the additional sum of \$27,500 to the Bethel Library, for continued service to Bethel residents?

Article 4. Shall the voters appropriate up to the additional sum of \$25,000 to the Bethel Food Shelf, for continued service to Bethel and surrounding community residents?

Article 5. Shall the Town Voters authorize the expenditure of \$3,000 for the non-for-profit operation of the Friends of the Historic Playhouse Theater in Randolph, Vermont?

Article 6. Shall the voters appropriate a total of \$32,165 to the following social service agencies, pursuant to 24 V.S.A. § 2691? (See the Town Report for a detailed description of each agency.)

Article 7. Shall the voters authorize the expenditure (*additional sum*) of \$6,000 for the non-for-profit operation of the South Royalton Area Senior Center, for continued service to Bethel residents?

Article 8. Shall the voters appropriate up to the sum of \$155,328 to the White River Valley Ambulance, Inc., for continued service to Bethel residents?

Article 9. Shall the voters authorize payment of real and personal property taxes in four (4) equal installments, with the due dates being August 15, 2024, November 15, 2024, February 17, 2025, and May 15, 2025, by delivery to the town office postmarked on or before that date?

Article 10. Shall the voters authorize the elimination of the office of Town Lister in accordance with 17 V.S.A. §2651c(b)(1) and replace it with a professionally qualified assessor who shall have the same powers, discharge of duties, proceed in the discharge thereof in the same manner, and be subject to the same liabilities as are prescribed for listers or the board of listers under the provisions of Title 32? (Per Statute, this vote must be taken by paper ballot.)

Article 11. To transact any other non-binding business that may legally come before this meeting pursuant to 17 V.S.A. § 2660(d).

Dated at Bethel, Vermont, this \_\_\_\_ day of January, 2024.

By the Selectboard members of the Town of Bethel:

\_\_\_\_\_  
Christopher Jarvis

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

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

\_\_\_\_\_  
David Eddy

\_\_\_\_\_  
Denise Guilmette



Home (/DLLLicenseManagment/s/)

Application  
DLL - Application - 37611

Approve    Reject    Applicant Action Required    Town Payment Received    Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

DLL - Application Id  
DLL - Application - 37611

Business Entity Name  
Sambor Enterprises, LLC

Phone number:

Applicant Email  
[djsambor@gmail.com \(mailto:djsambor@gmail.com\)](mailto:djsambor@gmail.com)

Renewal Application

Student Name  
david sambor

Applicant Action Comments

License/Permit Location Description

Town Fee  
70

Business Entity Phone

Training Completion Record  
[00053203 \(/DLLLicenseManagment/s/detail/a5Ct000000HGcTEAW\)](#)

Designated Caterers Details

Days Since Last Modified  
4

Estimated time period for alcohol

Name and address from whom you purchase

Lease Expiration Date

Liquor Liability Insurance Policy Number  
bop0162909

Landlord Email

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures ⓘ

URL for Duties ⓘ

External Status  
Application sent to municipality  
Town Clerk/ Municipal Jurisdiction  
Bethel

Historical Id  
SECN

Application Type ⓘ  
License

Application For  
Second Class License

Mode of Training  
DLC Online Training

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used



Home (/DLLLicenseManagment/s/)

Application  
DLL - Application - 37612

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

Application Information

Primary Phone No

Primary Contact Person

DLL - Application Id

Internal Status

DLL - Application - 37612

Application sent to municipality

Business Entity Name

External Status

Sambor Enterprises, LLC

Application sent to municipality

Business Entity Phone

Historical Id

Foundational License

FEST

Application Type

Renewal Application

Permit

Application Category

Student Name

One Time Occasion

Application For

Town User Approval/Rejection Comments

Sampling Event

Mode of Training

Contact Engagement

Applicant Email

[David Sambor\\* \(/DLLLicenseManagment/s/detail/a4zt000000EQkqAAG\)](#)

[djsambor@gmail.com \(mailto:djsambor@gmail.com\)](mailto:djsambor@gmail.com)

Designated Caterers Details

Applicant Name:

Training Completion Record

Training Completion Date

Indoor Or Outdoor

Applicant Action Comments

Days Since Last Modified

License/Permit Location Description

4

Estimated time period for alcohol

Quantity of Alcohol required

Name and address from whom you purchase

what purpose this alcohol is used to be

Liquor Liability Insurance Policy Number

Where is this alcohol to be used

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures

URL for Duties

Event Details

Start date of event

End date of event

3/12/2024 6:00 PM

3/12/2024 10:00 PM

Physical Location Street 1

Physical Location Name

269 Main St

Sambor Enterprises, LLC



There are no contact violations found

Application Documents

Name	Document Type	Associated With
------	---------------	-----------------

There are no Application Documents found

Town of Bethel  
Selectboard Agenda  
Monday, February 12, 2024  
6:00 pm at Bethel Town Hall (318 Main Street) & via Zoom

[Zoom Link](#) Meeting ID: 860 3983 9832 Passcode: 483366 Phone # 1-646-558-8656

Present: Lindley Brainard, Dave Eddy, Denise Guilmette, Chris Jarvis, Gene Kraus, Therese Kirby and Julie Kraus.

Visiting: Rick Benson, Lisa Campbell, Danny Dover, Jordan Gorman, Jamie Kinnarney, Doug and JoAnn Marshall, Leonard Meek, Eijah (Alvi) Reed, Joe Russo, Adam Stearns, Paul Vallee, Kirk White, Ele Griffin

6:03 pm: Dave Eddy, acting chair, called the meeting to order. Lindley moved, Gene seconded, to approve the agenda as presented. So voted.

Chris resumed meeting as chair.

6:05 pm: Jamie Kinnarney, WRUSD Superintendent to discuss proposed school budget and changes to ACT 127

Superintendent Kinnarney reviewed the proposed school budget, explained ACT 127 and answered questions about both. See Annual Report from the WRVSU for details.

6:30 pm: Representative Kirk White re: school and property taxes and Legislative update. Representative White presented an update of the current legislative session, Act 127 and current school and property taxes issues and answered questions.

7:18 pm: Public Comment

Ele Griffin thanked the Selectboard for noting her work with the Recreation Committee in the dedication of the Town Report. She asked that in the future, the Recreation Committee be represented in person in all discussions of the work of the Recreation Committee to allow for good communication. She asked how the data from the survey would be collected, assembled and distributed to the public. Therese said the process will be the same as in the past, the answers will be combined from the online survey and paper survey, then distributed. Therese will send her a copy when the survey closed in April.

JoAnn Marshall asked if the Recreation Survey had been shared with the schools. Therese stated it had not but will check with the Superintendent about doing this.

JoAnn also asked the Selectboard continue discussion about instituting a local tax for Bethel to help with income. Therese said she has researched the issue and will bring it to the Selectboard after Town Meeting.

Rick Benson asked to be put on the next Selectboard agenda to go through the warning. He said he will be looking for Selectboard members to speak to specific articles, as they did last year.

7:27 pm: Budget Informational Meeting for March 5, 2024, Town Meeting. The proposed budget is \$3,099,558 in expenses, \$494,248 in revenue for a total of \$2,605,310 to be raised by taxes. This does not include additional articles for the Bethel Library, Bethel Food Shelf,

Playhouse Theatre or the South Royalton Senior Center. Chris reviewed the process the Selectboard has undertaken over several years to do better budget planning and present more responsible budgets. During this process a \$.03 baseline was set and in the years since the budget has been under that baseline. The current budget baseline does not include the add-ons of additional money for the food shelf, library, Playhouse or Senior Center.

Bethel Public Library's request to hold a coin drop on April 13, 2024 from 8 am to 11 am near the White Church. (Coin drop will need to be rescheduled if there is a rain or snow storm).

Gene moved, Denise seconded, to approve the request of the Bethel Public Library to hold a coin drop on April 13, 2024, from 8 am to 11 am near the White Church. So voted.

Annual Certification of Compliance for Town Road and Bridge Standards

Lindley moved, Gene seconded, to approve the Annual Certification of Compliance for Town Road and Bridge Standards. So voted.

Annual Financial Plan - Town Highways

Lindley moved, Dave seconded, to approve the Annual Financial Plan - Town Highways. So voted.

#### Minutes and Communications:

1. Town Manager's Report  
See the Selectboard Packet for details.
2. Selectboard Minutes from 1/23/2024. Denise moved, Lindley seconded, to approve the Selectboard Minutes from 1/23/2024. So voted.
3. Other Communications
4. Any Other Business Necessary to Come Before the Board

8:31 pm: Gene moved, Lindley seconded, to adjourn the Selectboard meeting. So voted.

The next Selectboard meeting/Budget Informational will be on Monday, February 26, 2024, at 6:00 pm at the Town Hall.

Submitted by Julie Kraus

## BETHEL RECREATION COMMITTEE

### MEETING MINUTES

WEDNESDAY, FEBRUARY 7, 2024

- A. The meeting was called to order at 7 pm. at the Town Office.
- B. In attendance was Lindsey Schell, Caleb Harwood, Deb Dancause, Shane Kinsley, and Ele Griffin.
- C. Ice Rink: Lindsey gave us an update about the condition of the ice rink. Even though the Fire Department topped it off with another layer of water, weather conditions have made it hard to keep it smooth. Conditions now are that the ice is rough and unskateable. Lindsey checked with the South Royalton group to see how they have been successful with their rink. Answer is that they built theirs with a small layer and their Fire Department keeps adding only small layers when the weather turns cold. Thus next year we will not fill the water level so high in the rink.
- D. Recreation Survey: Ele handed out the Town Report to committee members. Everyone noticed all the mistakes in the Report. #1-in two places there is an incorrect list of committee members. Shane Kinsley has been a very important part of our committee and Kyle Cartwright is not on our committee. #2 on page 18 the paragraph about the committee is the exact words that were in last year's Town Report. That is what we did in 2022. What happened to reporting what we did in 2023? The committee also looked at the survey in the report and had a discussion about it.
- E. Town Meeting: It will be Tuesday, March 5<sup>th</sup>. We will set up a table. Lindsey has the display that we used at the table last year. She will update it. Lindsey and Ele will work the table from 8 am to 10 am.
- F. Other Business: Lindsey has talked to Melissa Purty ( Middle School Health Outdoor teacher) and Mary Schell (School and Community Coordinator ) about our Spring project to do something about the graffiti on the skate park. Mary Schell can provide the supplies that we may need. Shane contacted Michael Parker. His recommendation is to use something matte not shiny. Other resources to Shane have recommended to just power wash it or use a primer that matches the cement color. The committee also discussed what Dayna could design on the vertical part of the park. More discussion and research will follow. Ele talked about the state website called Vermont Forward. They have a worthwhile survey. Ele recommended that members fill it out.
- G. Past Minutes: The January committee minutes were approved.
- H. The next meeting will be Wednesday, March 6<sup>th</sup> at 7pm. That is the day after Town Meeting. The meeting was adjourned at 8:08 pm.

Minutes submitted respectfully, Ele Griffin

# Meeting Minutes

## Bethel Planning Commission

Date: February 15, 2024

Time: 6:30 PM

**PRESENT:** Rick Benson; Dana Cole Levesque; Chuck Davis; Samantha Godin; Therese Kirby; Eric Webb

**CALLED TO ORDER:** 6:37 PM

**APPROVAL OF MINUTES:** After minor corrections, Dana moved to approve the minutes of the January 18, 2024, meeting as amended. Rick seconded the motion, which passed unanimously.

Eric reminded everyone that the training session presented by TROC will begin at 6:30 PM on Thursday, February 29, via ZOOM. TRORC will record this session and post a link on the Training and the Events pages at TRORC.org.

Discussion of the Town Plan update timeline resulted in an understanding that the interim update to apply current data and minor text edits is due September 2024. The plan's complete update based on Bethel residents' input, further text edits, and required statutory adjustments is due September 2028.

Therese emphasized that TRORC is updating the Regional Plan with fresh statistics and text editing to make the plan more concise and readable. The Bethel PC (Planning Commission) will benefit from using the regional updates as a template for its own.

Given the September deadline, the PC agreed to speed up the update process by assigning chapters needing review to individual commission members.

The full commission will examine the recommendations for each chapter during the next five monthly meetings.

The PC will conduct a public hearing of the Town Plan updates in September, followed by a public hearing by the Select Board.

Therese will work with TRORC to apply for a planning grant to cover the expense of gathering public input and completing the final update in 2028.

Members exchanged ideas for eliciting residents' input before and after the 2025 Town Meeting. Eric will query TRORC regarding successful strategies used by other towns. Rick will determine if the survey used for the 2020 survey is available.

Eric moved, and Sam seconded a motion to recommend to the Select Board that it appoint Chuck Davis to the Planning Commission. The motion passed unanimously. Therese will convey the request to the Select Board.

**Adjournment:**

Dana moved for adjournment. Therese seconded, and the motion carried unanimously.

**Next Meeting:**

The meeting will be at 6:30 PM, March 21, 2024, at 6:30 PM at the Town Office.

# Highway Department Breakdown

December 3, 2023 to February 10, 2024		
Plow/Sand/Salt	637	
Equip. Maint/Shop	254	
Hauling Material in	103	
Grading	16	
Road Maintenance	456	
Water Dig	27.5	
Tree/Brush Cutting	99	
Total Hours	1592.5	
12/3/23 to 2/10/24	1318.5	Reg. Hours Worked
Overtime	274	
Total	1592.5	



FEB 15 2024

**State of Vermont**  
**Department of Taxes**  
133 State Street  
Montpelier, VT 05633-1401  
[www.tax.vermont.gov](http://www.tax.vermont.gov)

*Agency of Administration*

[phone] 802-828-2505  
[fax] 802-828-2701

February 13, 2024

Chair, Selectboard  
Town of Bethel  
134 South Main Street  
Bethel, VT 05032

We have received your petition for a redetermination of the Equalized Education Property Values, the Common Level of Appraisal and the Coefficient of Dispersion established by this Division for the Town of Bethel, effective January 1, 2024.

### Next Steps

The District Advisor assigned to your area will;

- contact you,
- offer to visit your town,
- meet with you and other officials to explain how the estimates were determined,
- and listen to any concerns.

If, as a result of that meeting, we believe corrections should be made to the value(s), we will revise our estimates and propose a tentative redetermination. If you agree with the tentative redetermination, please have the chair of your Legislative body sign and return the stipulation agreement within ten days of receipt of the document. By doing so, you are accepting the revised value(s).

In the event you do not agree with the tentative redetermination, you will have the opportunity to present your appeal to the Director of Property Valuation and Review at the time and date specified in the tentative redetermination.

Sincerely,

Jill Remick, Director, Property Valuation and Review







July 2023 Flood Damage	Spent to Date	75% Federal Share	12.5% State Share	12.5% Town Share	Money Received	Due to Bethel
Contractor and Materials	1,348,019.37	1,011,014.53	42,125.61	42,125.61	0.00	\$1,053,140.13
Town labor	26,401.02	19,800.77	825.03	825.03	0.00	\$20,625.80
Town Equipment	29,910.04	22,432.53	934.69	934.69	0.00	\$23,367.22
<b>Total</b>	<b>1,404,330.43</b>					<b>\$1,097,133.15</b>
President Biden has approved 100% federal reimbursement for B: Emergency Protective Measures projects for a 30-day window to be selected by Gov. Scott.						
Governor Scott has selected the following dates:						
Cat B—July 13 through August 11						
Our 12.5% share will be reduced by this announcement.						

**Therese Kirby**

FYI

**From:** Richard Manning <bethelwwtp@comcast.net>  
**Sent:** Thursday, February 15, 2024 9:15 AM  
**To:** 'Therese Kirby'  
**Subject:** FW: Free Autosampler and Flow Meter Application Status Change  
**Attachments:** Request for Contact and Autosampler Shipping Information - Fillable.pdf

Therese, this is the confirmation that I received yesterday notifying we are getting this equipment. I've filled out the shipping confirmation sheet and am emailing it back to this lady. The second sheet of the attachment explains what you get, depending on what you signed up for. I signed up for a Cold-Weather Unit (heated/refrigerated) and a Flow Meter. The units come with additional parts as well.

Just for comparison, and I'm not 100% sure of the brand we will receive.....  
A Hach AS950 All Weather Sampler is \$10,000 plus, depending on how it's configured.  
Xtra Sample Bottles range between \$85 to \$180, depending on glass/plastic and size.  
100 foot roll of suction tubing is \$268.95, pre cut tubing for pump starts at \$36.95 each, 10 ft discharge tubing is \$110.95.....

The Flow meter I am unsure of cost ..... *estimate \$10,000 + for flow meter*

The sampler we did purchase already I believe was around \$3600. It's a compact/portable unit that was \$1000 to \$1500 cheaper than some comparable Hach and Isco models.

So all in all it was well worth it to apply for this stuff.

**From:** Jennifer Sabater <jsabater@wef.org>  
**Sent:** Wednesday, February 14, 2024 3:32 PM  
**To:** Jennifer Sabater <jsabater@wef.org>  
**Subject:** Free Autosampler and Flow Meter Application Status Change

Dear applicant -

Thank you for taking the time to apply for our free autosampler and flow meter program. I am delighted to inform you that we will be able to provide you with a free autosampler and flow meter (if you requested one). Congratulations!

To proceed with shipping your autosampler (and flow meter, if requested), please fill out the Request for Contact and Shipping Information form attached to this email and return it to me by March 1. We will be able to place the order for your autosampler (and flow meter, if applicable) once we receive the completed form, so please make sure to send it over as soon as possible.

Also, please consider joining our National Wastewater Surveillance System (NWSS) Utilities Community of Practice (CoP). The Utilities CoP meets on the third Thursday of every month to discuss best practices in sample logistics, partner communication, and promoting the benefits of wastewater surveillance to leaders and stakeholders. By joining, you will gain access to the Utilities CoP SharePoint folder that

contains relevant resources, meeting records, discussion boards, and much more. If you are interested in joining, please check the box that says "Join Utilities CoP" on the attached contact form. You can learn more about the Utilities CoP [here](#).

If you have any questions or concerns, please don't hesitate to reach out to me. I'm here to help, and I'm more than happy to assist you.

Thank you once again for your interest in our program. We're excited to work with you in the coming weeks and look forward to hearing from you soon.

Kind regards,

**Jennifer Sabater MS, MLS (ASCP) MB (she/her)**

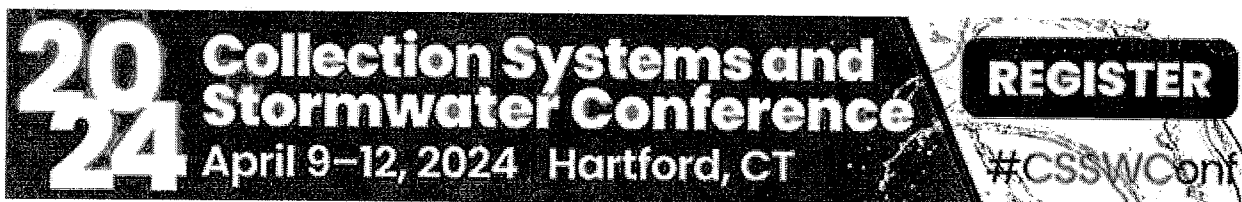
Manager, Wastewater Surveillance Program

Water Environment Federation

[wef.org](http://wef.org) / [weftec.org](http://weftec.org) / [nwbe.org](http://nwbe.org)

[jsabater@wef.org](mailto:jsabater@wef.org)

Direct: +1-703-684-2400 x 7782 / in the Eastern time zone



**2024** Collection Systems and Stormwater Conference  
April 9-12, 2024 Hartford, CT  
**REGISTER**  
#CSSWConf

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