



**Town of Berlin
Municipal Office Building
108 Shed Road**

**Berlin, VT. 05602
Regular Select Board Meetings
1st & 3rd Monday of Each Month**

Special Meeting

**Tuesday, December 27, 2011
5:30 PM**

Selectboard Members: Susan Gretkowski, Chair; Roberta Haskin, Vice Chair; Jonathan Goddard, Secretary; Brad Towne, and Ture Nelson. Present: Jeff Schulz, Town Administrator; Patti Lewis, Town Treasurer. All items are unanimous unless otherwise noted.

APPROVED MINUTES

Susan Gretkowski called the meeting to order at 5:30 p.m.

Public Comment

There was no public comment.

FY 12/13 Budget

Patti Lewis stated that she has filled in the items that the Board had discussed at the previous budget meeting. She stated that the Board still needs to discuss and set wages and other items related to wages. **Patti** stated that the Board had asked about the Mobile Home Park fee and whether those fees would change due to the recent flooding. She stated that the owners need to register the park whether or not the lots are rented and she anticipates that the fees would remain the same and not decrease due to the flooding. The Board discussed liability insurance rates from other companies and VLCT and decided to stay with VLCT as the other companies did not have the coverage the Town currently receives from VLCT.

Susan Gretkowski stated that the Board would like to talk to **Muriel Morse** regarding this year's Lister budget and the proposed funding for the FY13 budget. She stated that the Board budgeted \$6,000 for the Lister's wages for the current Fiscal Year and **Muriel** has used approximately \$5,600. **Muriel** explained that there is \$25,000 in the current budget for the Assessor and the Assessor is only contracted for \$18,000, so the overage could be used for Lister wages. She distributed a job summary for the Lister and Assessor to the Board. **Muriel** stated that she typically works eight hours on Monday and four hours per day the rest of the week. She stated that the proposed \$13,000 for Lister wages is based on the pay she received during calendar year 2011. **Muriel** stated that she returns phone calls, updates the Lister files with the new transfers, works on updating the Tax Maps, and changes of addresses. She stated that she and the Assessor have also worked on the equalization study. **Muriel** stated that the Assessor is typically in the office one or two Mondays a month, and he works mostly on assessing properties and Current Use. **Jeff Schulz** suggested inviting **Ed Clodfelter**, Assessor, to the next Board meeting to discuss his budget and expectations for the coming Fiscal Year.

The Board reviewed the rest of the proposed FY13 budget. **Susan Gretkowski** suggested putting \$50,000 in the Capital Budget for the Water System. **Patti** noted that the Assessor computer would need to be upgraded, as well as one or two computers in the office. The Board discussed setting wages, but will need to review the Police Union Contract first.

Union Contract

Jeff Schulz stated that Rob Halpert is still reviewing the Union Contract.

Executive Session

Motion by **Brad Towne** to enter into Executive Session. Second by **Jonathan Goddard**.

Motion carried 5-0.

Motion by **Roberta Haskin** to exit out of Executive Session and adjourn the Selectboard. Second by **Ture Nelson**. Motion carried 5-0.

For the Select Board:

Rebecca Richardson, Administrative Assistant