



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

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

**Monday, May 16, 2011
6:30 PM**

Selectboard Members: Susan Gretkowski, Chair; Roberta Haskin, Secretary; Brad Towne, and Jonathan Goddard. Absent: Nancy Driscoll, Vice Chair. Present: Jeff Schulz, Town Administrator; Patti Lewis, Town Treasurer.

APPROVED MINUTES

Susan Gretkowski called the meeting to order at 7:00 p.m.

Public Comment

There was no public comment.

Treasurers Report

Patti Lewis reviewed the financial statements for April. She stated that the Workers Comp audit has been completed and there is an additional premium this year. **Patti** stated that the Workers Comp premium is based on estimated payroll and an audit is completed every year to determine any overages paid or if any additional premium is due. She stated that in the past, the Town has received small refunds, but this year the Town needs to pay an additional premium.

Old Business

Barre Town Emergency Dispatching Service - Carl Rogers

Jeff Schulz stated that Barre Town is proposing to switch their dispatching through the Lamoille County Sheriff's Office. He stated that the Berlin Fire Department is concerned what this change will do to the response time for fire and ambulance service in Berlin. **Jeff** stated that he has asked **Carl Rogers**, Barre Town Manager, to discuss this issue with the Selectboard. **Mr. Rogers** stated that he has invited several guests to help explain the E911 system and dispatching services. He introduced **David Tucker**, Vermont 911 Board Executive Director; **Captain Evan Merrill**, Lamoille County Sheriff's Dept.; **Heidi Patch**, Lamoille County Dispatcher; **Arick Miller**, Williston Dispatcher; **Dave Jennings**, Barre Town EMS Director; and **Jeff Blow**, Barre Town Selectboard Chair. **Mr. Tucker** stated that there are currently eight Public Safety Answering Points (PSAP's) within Vermont. He stated that any emergency call would be routed through one of these PSAP's to anywhere within the state. **Mr. Tucker** stated that the Town would determine which PSAP dispatch to use for their community. **Scott Bagg**, Berlin Fire Department, stated that the concern is that there are currently two dispatch centers being used for Berlin and there is a proposed third dispatch center which could slow down response times for the Fire Department. **Mr. Rogers** stated that currently a 911 call from a fixed location will go through the Williston Police Call Center and they will dispatch the correct entity. He stated that the State Police does the dispatching for the Berlin Police Department and Capital West services the EMS and Fire Department. **Mr. Arick Miller** stated that the entity that is urgently needed in any situation will be called first by the dispatcher. **Ms. Patch** stated that currently the Lamoille County Dispatch Service handles dispatching for approximately 20 different entities. She stated that it is not uncommon to receive calls from Derby, Berlin, or Barre. **Mr. Tucker** stated that Barre Town wants to have one dispatch center for all of their public safety entities. He

stated that this may be done with tonal changes on the radios. **Susan Gretkowski** suggested that Barre Town and the Berlin Fire Department meet to discuss options before coming back to the Selectboard.

VT Mutual Insurance Tax Stabilization Application

Jeff Schulz stated that Vermont Mutual Insurance is applying for a five year tax stabilization agreement with the Town. He stated that the project consists of site improvements and interior improvements to an existing commercial building. **Jeff** stated that the Economic Development Council has reviewed this application and recommends approval of a five year tax stabilization agreement. **Wanda Baril**, EDC Member, reviewed the EDC's review of the application. **Brian Eagan**, Vermont Mutual Insurance CFO, stated that the building in question was purchased from Connor Brothers as a shell. He stated that Vermont Mutual Insurance would like to improve the building to include 75 offices and approximately 50 employees. **Sandy Vitzthum**, Architect, stated that Vermont Mutual would like these offices to be energy efficient. She stated that the building, when completed, will meet a core performance standard which includes extra insulation on the interior of the building, a very efficient heating and cooling system, and the lighting will be as energy efficient as they can make it. **Jeff** recommended that the Board approve the application contingent upon a signed agreement with Vermont Mutual Insurance. Motion by **Jonathan Goddard** to approve the application with the condition that an agreement drafted by the Town Attorney be signed and agreed upon by both parties. Second by **Robert Haskin**. Motion carried 4-0.

Berlin Streetlight Inventory

Jeff Schulz stated that the cost comparison was put together by Kirick Engineering and Andrea Chandler will review this comparison. **Andrea** stated that the only tables that apply to the Town are the rental and the ownership tables. She stated that currently the Town owns 81 streetlights at a cost of \$9,600 annually. **Andrea** stated that if the Town was to purchase LED streetlights, Efficiency Vermont is offering to pay the depreciated cost of \$143.25 per fixture. She stated that if the Town purchased the LED lights the cost is \$75.00 per light with a monthly maintenance fee of \$6.27 for a cost savings of approximately \$3,642.92 per year. **Andrea** stated that if the Town rented the LED lights there would be a tariff fee of \$11.00, but suggested that the tariff could decrease soon and the Town would pay a lower cost. She stated that if the Town rented the LED streetlights the cost could increase \$1,037.52 more than the Town is currently paying. **Andrea** stated that Jeff has drafted a letter to residents near the streetlights recommended to be removed. **Jeff** asked the Board to sign the letter if they were comfortable with it, and to think about holding a public hearing sooner rather than later. **Susan Gretkowski** stated that since the longest day of the year is in June, she does not think the shutting off of some streetlights should be put off until fall. She stated that the Board could move forward with the public hearing but suggested waiting until October for the light testing. **Robert Haskin** suggested changing the streetlights that will be staying over to LED now and wait until later for the testing of the lights that are recommended to be shut down. **Andrea** stated that the Town does not want to change the lights to LED until the tariff decreases and does not know when that will be exactly. **Susan** asked **Andrea** to draft a summary of what the Town proposes to do regarding the streetlights including the costs for the public hearing.

Berlin Fire District

Jeff Schulz asked if **Susan Gretkowski** was ready to hand out the draft proposal for the Fire District? He added that she could give an update on that proposal. **Jeff** stated that the next steps was to start appointing members to a Fire District Advisory Committee. **Susan** stated that **Patti Lewis** was instrumental in getting the merger of the Fire District with the City of Montpelier deleted from Montpelier's Charter Change. ~~She stated that the Government Operation Committee wanted to see a plan from Berlin to administer the Fire District or to allow Montpelier to take over the Fire District.~~ **Susan** stated that Tom Clark, Consultant for the Water System Project, was going to review the proposal and make recommendations. She stated that the proposal was to enact a Fire District Committee that is separate from Fire District #1 with the goal of making recommendations on how the Town could accomplish administering the Fire District. **Susan** stated that **Doug Little** and **Bernie Chennette** are interested in serving on this committee. She stated that **Doug** and **Bernie**, along with **Dr. Keaton**, are currently on the Prudential Committee for the Fire District. **Susan** stated that the committee would review the Fire District documentation and determine the condition of the infrastructure and make a recommendation to the Selectboard on if the Town should work to acquire the Fire District and a plan on how to move forward with that goal. Motion by **Brad Towne** to establish a

committee to explore the viability of acquiring Fire District #1 and to appoint members to this committee. Second by **Jonathan Goddard**. Motion carried 4-0.

Motion by **Jonathan Goddard** to appoint **Bernie Chennette, Doug Little, Norb Rhinerson, Jim Hartson** and **Gary Beem** to the Fire District Advisory Committee. Second by **Brad Towne**. Motion carried 4-0.

Water Supply Project

Jeff Schulz stated that there will be a meeting to discuss the water system issues with Montpelier on Monday, May 23rd at 9:00 a.m. at the Water Treatment Plant. He stated that the income survey has been under way for some time and the response rate has been weak. **Jeff** stated that he is working on a draft letter to residents as a reminder with more information on the water system to see if the Town could boost the response rate.

New Business

Conservation Commission Appointment - Eric Peterson

Jeff Schulz stated that he received an email from **Eric Peterson** expressing interest in being appointed to the Conservation Commission. He stated that **Mr. Peterson** lives on Brookfield Road and has been working with some of the members with the Commission. Motion by **Jonathan Goddard** to appoint Eric Peterson to the Conservation Commission. Second by **Brad Towne**. Motion carried 4-0.

Municipal Building Improvement Bids

Jeff Schulz stated that several weeks ago an RFP had been advertised for energy related improvements to the Municipal Building. He stated that the improvements included adding insulation to the Town Clerk's Office roof to help eliminate heat leakage. **Jeff** stated that he had received one bid on this project. He stated that there was some confusion on whether there would need to be additional materials installed above the ceiling in order to help with the insulation and whether some of the current insulation would need to be removed. **Jeff** suggested that before the Board awards the bid, they allow **Andrea Chandler** to take some time to evaluate what the contractor proposes doing and the cost involved. **Andrea Chandler** stated that the RFP called for blown in insulation and the materials would be paid for by a Department of Energy Grant and the Town would be responsible for labor costs. **Brad Towne** stated that there were actually two bids from the same company. He stated that the first bid entailed 5" core bond foam insulation under the roof deck and 5" foam insulation on the gabled ends for a total cost of \$21,954. **Brad** stated that the second bid was for 6" of foam insulation under the roof deck and 4" foam insulation on the gabled ends for a total cost of \$23,786.50. **Andrea** stated that she and **Geoff Wilcox** can review these bids and detail what the material costs will be and the Town would be responsible for the labor costs. **Brad** stated that \$3,000 of the bid was for covering office furniture and relocating the access panel to the crawl space. He stated that on the first bid the cost of the foam insulation was \$13,162.50 and the cost of the foam insulation on the second bid was \$14,995. **Andrea** stated that she believes that the grant amount for materials was approximately \$10,000.

Request to Work in ROW - Blue Cross - Industrial Ave.

Jeff Schulz stated that **Blue Cross Blue Shield** is requesting to work in the right of way on Industrial Lane to install fiber optic cable. He stated that the scope of the work will be from Airport Road along Industrial Lane to the **Blue Cross** facility. **Jeff** stated that **Blue Cross** has submitted a cost estimate for this work and the required 10% bond for this project. He stated that the Highway Foreman has reviewed this application and recommends approval with the condition that the cable be buried 40"-48" below the ditch and road. Motion by **Brad Towne** to approve the application to work in the right of way on Industrial Lane by **Blue Cross Blue Shield** with the condition that the cable be buried a minimum of 40" below the ditch and road. Second by **Jonathan Goddard**. Motion carried 4-0.

Town Administrator Report - Jeff Schulz

Jeff Schulz stated that the audit has been scheduled for the week of August 8th. He stated that there are two public hearings coming up on June 6th regarding the amendments to the Animal Control Ordinance and the No Smoking Ordinance. **Jeff** stated that he did not anticipate a lot of interest in the No Smoking Ordinance, but that there has been a bit more interest in the amendments to the Animal Control Ordinance.

Jeff stated that at the previous Board meeting the Sewer Commission had updated the Board on upcoming projects and funding. He asked if there were any questions regarding the Sewer Commission update? **Jeff** stated that there had been some concern that the Sewer Commission had approximately \$750,000 in their fund balance. He stated that this amount is in assets such as infrastructure not cash on hand. **Jeff** stated that the Commission currently has approximately \$294,000 usable for operating costs and another \$325,000 in the allocation fund from user fees. **Susan Gretkowski** stated that the Board had received a copy of a letter from Montpelier noting that the Berlin discharge pipe and the Montpelier Interstate Equipment Pump Station is in need of repair. She stated that the cost for those repairs is approximately \$450,000 to be split between the two municipalities.

Roberta Haskin asked if **Jeff** had heard anything further from the State regarding with the proposed brine facility on Route 12? **Jeff** stated that he had not heard anything further from the State, but would get in touch with the States representatives to find out if there is anything new developing on that issue.

Jeff stated that there is a letter from Barre City to the Vermont Health Department expressing their concern and objection to Fletcher Allen Health Care developing its own ambulance service in Central Vermont.

Jeff stated that the Board has a letter from **Bill Fraser**, Montpelier City Manager, to the Fire District residents detailing what has been happening with the Fire District. He stated that the letter explains why Montpelier should continue administering the Fire District.

Jeff stated that he will be working on several RFP requests in the next few weeks. He stated that the requests will be for sand and gravel, line striping and asphalt work.

Jeff stated that he continues to work with the Planning Commission on the Town Plan which is almost completed.

Approval of Licenses, Permits, Vouchers and Applications

Motion by **Jonathan Goddard** to approve the licenses, permits, vouchers and applications as presented. Second by **Roberta Haskin**. Motion carried 4-0.

Approval of Minute(s) of Previous Meetings

After review of the minutes from May 2, motion by **Brad Towne** to approve the minutes as presented. Second by **Jonathan Goddard**. Motion carried 3-0 with 1 abstaining.

Roundtable

Roberta Haskin stated that she was surprised at the level of interest in the Animal Control Ordinance. She stated that she has encouraged residents to come to the public hearing or send an email so the Board knows how they feel about the amendments to the Animal Control Ordinance.

Wanda Baril stated that she and other individuals have been asked to help organize a mentoring program at Berlin Elementary School. She stated that the school has received a grant to help get the program up and running.

Executive Session - Contract, Personnel

Motion by Brad Towne to enter into Executive Session. Second by Jonathan Goddard. Motion carried 4-0.

Motion by Brad Towne to exit out of Executive Session and adjourn the Selectboard. Second by **Jonathan Goddard**. Motion carried 4-0.

For the Select Board:

Rebecca Richardson, Administrative Assistant