



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

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

**Monday, July 18, 2011
6:30 PM**

Selectboard Members: Susan Gretkowski, Chair; Nancy Driscoll, Vice Chair; Roberta Haskin, Secretary; Brad Towne, and Jonathan Goddard. 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 7:00 p.m.

Public Comment

There was no public comment.

Treasurers Report

Patti Lewis stated that due to the flood damages the fiscal year ended with a deficit of \$312,296. She stated that the flood damage total for the fiscal year is \$424,732 and that if the Federal declaration is approved the fiscal year should end with approximately a \$50,000 - \$75,000 surplus. **Patti** recommended that the Board reserve the \$41,159 from the sale of equipment to offset the purchase of new equipment, \$36,000 from the deductible to offset the tax rate for FY13, and \$14,903 from bridge repairs, but that the Board did not need to vote on these reservations until the next Board meeting. **Patti** suggested that the Board vote to reduce the Police Department Community Fund by \$583.20 to offset the amount spent over budget by the Police Department and reduce the reserved fund balance for the Recreation Board of \$2,500 to offset that Board's overage of the budget. Motion by **Nancy Driscoll** to reduce the Police Department Community Fund by \$583.20 and to eliminate the Recreation Board's reserve fund balance of \$2,500. Second by **Brad Towne**. Motion carried 5-0.

Old Business

Flood Damage - Road Repairs

Jeff Schulz stated that the cost of the storm damage repairs have reached approximately \$425,000 and contractor's have been doing that work on a per time and materials basis, but now work should be completed on a flat rate basis. He stated that **Richard Tetreault** has received some quotes for projects and determined which projects are appropriate for the Road Crew to complete. **Mr. Tetreault** reviewed the project sheets and quotes. He stated that he would like a contractor to complete the work on Addison Drive, Bartlett Road, Brookfield Road, Hersey Road, Marvin Road, Mirror Lake Road, Paine Turnpike South, and Partridge Farm Road. **Mr. Tetreault** stated that the work on these roads is very time consuming and the Road Crew has other projects to complete before winter. He stated that the Road Crew can complete the work on Chase Road, East Road, Muzzy Road, Rowell Hill Road and West Hill Road. The Board discussed putting the road projects out to bid as the cost surpasses the limits of the purchasing policy.

Municipal Tax Rate

Patti Lewis reviewed the different tax rate scenarios for the Board. She stated that if the Board uses \$100,000 of the undesignated fund balance, and \$17,809 remaining from the deductible, the Municipal Tax

Rate would be .4204, which is a .66 of a penny reduction from last year. **Patti** stated that this would put the total homestead tax rate at 1.7745, which would be a 7.04 cent increase from last year and the Non-Residential rate at 1.7507, which would be a .73 cent increase from last year. She stated that if the Board did not use any of the undesignated fund balance, the Municipal tax rate would increase by 1.48 cents and would be a 9 cent increase on the combined homestead tax rate. **Patti** recommended that the Board approve the first scenario, using \$100,000 undesignated fund balance, as it is a smaller increase over last year. **Jeff Schulz** recommended that the Board use an additional \$50,000 of the undesignated fund balance to help offset the tax rate. He stated that this would help lower the tax rate and still leave enough in the undesignated fund balance to offset any Town costs due to flood damages. **Patti** stated that if the Board uses \$150,000 of the undesignated fund balance and the \$17,809.41 deductible savings, the Municipal Tax Rate would be .40978, which is a reduction of ~~\$.0172~~ **\$.0172** cents from last year. She stated that the Homestead combined tax rate would be 1.7638, which is an increase of almost 6 cents, and the Non-Residential rate would be 1.7401, which is a reduction of .34 cents from last year. Motion by **Roberta Haskin** to set the Municipal Tax Rate for FY12 using \$150,000 of the undesignated fund balance and \$17,809.41 of the designated fund balance from the deductible savings, at .41 cents. Second by **Nancy Driscoll**.

Motion carried 5-0.

Motion by **Nancy Driscoll** to change the due date on the first property tax installment from August 15th to August 22, 2011. Second by **Roberta Haskin**. Motion carried 5-0.

Paving Bids

Jeff Schulz stated that the Board had opened the paving bids at a previous meeting but had some questions as to what paving the Town could pay for this year. He stated that **Whitcomb Construction** had the low bid for hot mix overlays at \$74.61 per ton. **Jeff** stated that he discussed decreasing the amount of paving and **Whitcomb Construction** indicated that they would honor the bid price with a decrease in the amount of work. He recommended that the Board approve the bid from **Whitcomb Construction** for hot mix overlays in the amount of \$74.61 per ton and the Road Crew will complete the pot hole filling. Motion by **Jonathan Goddard** to approve the bid from **Whitcomb Construction** for hot mix overlays on Junction Road and other small projects at a cost of \$74.61 per ton. Second by **Brad Towne**. Motion carried 5-0.

New Business

Crushed Gravel Bids

Jeff Schulz recommended the Board table this discussion until the next regular meeting.

Winter Sand Bids

Jeff Schulz stated that an RFP has been sent out for Winter Sand Bids and have received bids from McCullough Crushing, Pike Industries and Hebert Excavation. **Jonathan Goddard** read the bid from **McCullough Crushing** with a cost of \$11.45 per cubic yard delivered, and \$6.85 per cubic yard at the pit. **Brad Towne** read the bid from **Hebert Excavation** with a cost of \$9.75 per cubic yard delivered, and \$6.50 per cubic yard at the pit. **Roberta Haskin** read the bid from **Pike Industries** with a cost of \$15.53 per cubic yard delivered, and no bid for an at pit price. The Board sent the opened bids to **Richard Tetreault**, Road Superintendent, to have the sand tested, and will make a recommendation to the Board at the next regular meeting.

Roadside Mowing Bids

Jeff Schulz stated that every year the Town advertises an RFP for roadside mowing, and this year he received two bids for that work. He stated that the bids were from **Evergreen Enterprises** in Barre, and **Allen Audette** in Jeffersonville. **Jonathan Goddard** read the bid from **Evergreen Enterprises** at a cost of \$5,300. **Brad Towne** read the bid from AWA Property Maintenance at a cost of \$5,000 plus a fuel charge. Motion by **Jonathan Goddard** to accept the bid from **Evergreen Enterprises** for roadside mowing in the amount of \$5,300. Second by **Nancy Driscoll**. Motion carried 5-0.

VLCT Health Trust – Broker of Record

Jeff Schulz stated that he, **Patti Lewis** and **Susan Gretkowski** had met with a representative of VLCT Health Trust to discuss health insurance issues. He stated that the League had changed their Health

Insurance structure to allow towns to receive insurance through one of the three major health insurance carriers of the town's choice. **Jeff** stated that another change was that VLCT had partnered up with an independent broker to help them navigate the different plans offered by the carriers. **Susan Gretkowski** stated that any plan through these carriers is open to the Town. She stated that the potential problems are that there are no plans exactly like the Town's current plan through Cigna and that currently the prescription drug program is funded 100% and no other plan has this coverage. **Susan** stated that the Board has three options to move forward, allow VLCT and Hickcock and Boardman act as brokers to receive different plans for the Town and make recommendations to the Board, the Town can contract with our own broker for different plans, or the Town can directly contact the different insurance companies to see what plan would best fit the Town. She stated that the League offers approximately six different special programs that are available to any Town who works through VLCT for health insurance that would not be available if the Town was to go through their own broker or directly through the insurance carriers. **Jeff** stated that he had confirmed that by signing the letter to allow VLCT to broker plans for the Town, it is not a binding contract to continue with a plan from the League and the Town can decide to move in a different direction at any time. Motion by **Brad Towne** to authorize the Selectboard Chair to sign the VLCT broker letter for health insurance. Second by **Jonathan Goddard**. Motion carried 5-0.

Police Union Contract

Jeff Schulz stated that the Town has been in negotiations with the Police Department and Teamsters to negotiate a contract and are fairly close to an agreement. He recommended tabling the finalization of the Police contract, but reserve some time in executive session to discuss the contract.

Request to Work in ROW -386 Vine Street -Lorry Hadden

Jeff Schulz stated that **Lorry Hadden** is requesting to work in the right of way on Vine Street to connect to the Municipal sewer system. He stated that the Road Superintendent has reviewed the application and recommends approval. **Craig Chase** stated that **Ms. Hadden's** septic system had failed and a new mound system would be very expensive. He stated that the better option was to connect to the Municipal sewer system which would require work in the Town right of way to install the sewer lines from **Ms. Hadden's** residence to a man hole. **Jeff** stated that **Ms. Hadden** does have the permission of the Berlin Sewer Commission for connecting onto the sewer system. **Robert Haskin** recused herself from voting on this issue. Motion by **Nancy Driscoll** to approve the application by **Lorry Hadden** to work in the right of way on Vine Street. Second by **Jonathan Goddard**. Motion carried 4-0 with 1 abstaining.

Town Administrator Report - Jeff Schulz

Jeff Schulz stated that FEMA has issued a declaration for individual assistance for flood damage and he has heard that some residents have already received assistance. He stated that FEMA has set up an assistance center at the Barre Auditorium for anyone who wishes to apply for assistance. **Jeff** stated that FEMA and the Federal Government have not yet finalized a decision on public assistance for the end of May flooding, but is hopeful that assistance will be available within the next few weeks.

Jeff stated that he has provided copies of floodplain and zoning requirement letters that were mailed to the residents of River Run Manor, should any resident wish to repair or replace the damaged home. **Jeff** stated that the letters were sent by certified mail, with a return receipt, and he has received most of the receipts back from the residents and all of the receipts back from Neville Properties.

Jeff stated that he has provided draft copies of the revised Zoning and Flood Hazard Regulations for the Board. He stated that the Planning Commission has submitted the revised regulations to the State and the State has given approval of these draft revised regulations. **Jeff** stated that the next step is for the Planning Commission to hold a public hearing on these regulations and plan to hold this hearing sometime in August.

Jeff stated that the Town Grader needs quite a bit of work, but is covered under warrantee. He stated that the Road Superintendent is working toward getting a loan of a grader in the meantime.

Jeff stated that he and representatives of the Natural Resources Conservation Service (NCRS) met with **Mr. McGraw** to assess flooding damage to his property. He stated that although it was apparent that **Mr. McGraw** had sustained some damage, NCRS would not be able to help with repairs. **Jeff** stated that the Highway Crew will continue to monitor the situation and continue to upkeep the ditches in that area.

Approval of Licenses, Permits, Vouchers and Applications

Motion by **Nancy Driscoll** to approve the licenses, permits, vouchers and applications as presented.
Second by **Jonathan Goddard**. Motion carried 5-0.

Approval of Minute(s) of Previous Meetings

After review of the minutes of July 5, motion by **Nancy Driscoll** to approve the minutes as presented.
Second by **Brad Towne**. Motion carried 3-0 with 2 abstaining.

After review of the minutes of July 6, motion by **Roberta Haskin** to approve the minutes as presented.
Second by **Brad Towne**. Motion carried 3-0 with 2 abstaining.

After review of the minutes of June 29, motion by **Roberta Haskin** to approve the minutes as presented.
Second by **Susan Gretkowski**. Motion carried 2-0 with 3 abstaining.

After review of the minutes of June 22, motion by **Nancy Driscoll** to approve the minutes as presented.
Second by **Roberta Haskin**. Motion carried 4-0 with 1 abstaining.

Roundtable

Susan Gretkowski asked for a progress report on the appointment of an Emergency Management Director? **Jeff** suggested the Board wait for a few weeks to hear back from a couple of individuals interested in this position.

Susan asked about scheduling an after action meeting on the flood response of the Town and suggested that **Jeff** warn this meeting as a special meeting to give the Board and other responders time to discuss what may be done better in the future.

Susan stated that the Berlin Mall is holding a raffle to benefit flood victims and are announcing the winner on July 21. She stated that she can not make that event and asked another Board member to commit to attending as a representative of the Town. **Roberta Haskin** stated that she may be able to attend that event.

Susan asked if the Board needed to take any action on the letter regarding penalties of late filing of the homestead declaration? **Patti** stated that if a resident is late filing the homestead declaration, there is a penalty assessed and the Town receives that penalty.

Jeff Schulz stated that the Board received an article regarding the City of Montpelier raising water rates. He stated that Montpelier has a running deficit on water and sewer funds and has assessed an annual surcharge to help decrease the deficit. **Jeff** stated that the Fire District Advisory Committee has not yet met to research Fire District #1. He stated that he is waiting for the Animal Control Officer to get back to him before setting a meeting with Doug Hill to work on the Animal Control Ordinance.

Jeff stated that the West Hill Road issue will be on an upcoming agenda.

Executive Session – Contract

Motion by **Nancy Driscoll** to enter into executive session. Second by **Jonathan Goddard**.
Motion carried 5-0.

Motion by **Jonathan Goddard** to exit out of executive session and adjourn the Selectboard. Second by **Roberta Haskin**. Motion carried 5-0.

Adjourn

For the Select Board:

Rebecca Richardson, Administrative Assistant

