



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

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

**Monday, August 1, 2011
6:30 PM**

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

APPROVED MINUTES

Nancy Driscoll called the meeting to order at 7:00 p.m.

Public Comment

There was no public comment.

Treasurers Report

Patti Lewis stated that she provided the Board with an updated June 30th financial statement to reflect the anticipated 75% reimbursement from FEMA for storm damages. She stated that the anticipated 75% reimbursement is approximately \$392,300. **Patti** stated that the total so far for storm damage is approximately \$523,066. She stated that the budget still has a deficit of \$16,929 and if the Board votes to reserve funds suggested at the last meeting, the undesignated fund balance would be \$291,279. **Nancy Driscoll** stated that the funds to be reserved were \$41,159 from the sale of equipment, \$36,000 from the health insurance deductible, and \$14,903 from bridge repairs. **Patti** stated that the health insurance deductible amount was actually \$36,665.75, but otherwise the amounts were correct. Motion by **Roberta Haskin** to reserve for the next and future fiscal years \$41,159 from the sale of assets, \$36,665.75 from the Health Trust deductible, and \$14,903 from bridge repairs. Second by **Jonathan Goddard**.

Motion carried 3-0.

Patti stated that the new Personnel Policy took affect on July 1, 2011 and the Board had discussed making the insurance buy back \$250 for a single person, \$375 for a two person, and \$500 for a family plan, and asked the Board to make a motion on this to make it official. Motion by **Jonathan Goddard** to set the health insurance buy back at \$250 for a single plan, \$375 for a two person plan and \$500 for a family plan. Second by **Roberta Haskin**. Motion carried 3-0.

Patti stated that the Tax Bills were mailed out on July 21st, with help from **Rebecca Richardson** and **Rosemary Morse** and money is already starting to come in from those bills. **Patti** suggested that the Board start the RFP process for a reappraisal to happen in 2012 and 2013. She stated that the past reappraisal was started three years before the actual reappraisal.

Old Business

Assessor Update – Ed Clodfelter

Ed Clodfelter, Assessor, stated that he and **Muriel Morse**, Lister, were catching up on permits that had been issued, but not assessed as yet, and they put them into a spreadsheet so that they could tell what the progress has been. He stated that the Grand List had increased by approximately a million dollars over last year. Mr. Clodfelter stated that there were 13 Veterans' Exemptions filed with the Town this year, and 61

properties in Current Use. He stated that they had mailed 98 change of appraisal notices, held 12 grievances and had no appeals to the Board of Civil Authority. **Mr. Clodfelter** stated that from year to year there is a roll over of the Grand List, and that did not happen last year. He stated that this had been resolved and his office has already begun processing items for FY12. **Mr. Clodfelter** stated that current info is moved to prior and any information that is different gets moved into the current and starts the new fiscal year's Grand List. He stated that if this is not done every year, the values would not be correct in the current fiscal year's Grand List. **Mr. Clodfelter** stated that they have been working on transfers of property, which are sent to the State and the State asks Listers and Assessors to confirm the information on the transfers for accuracy. He stated that **Muriel Morse** has been working on updating the tax maps.

FEMA Disaster Declaration

Jeff Schulz stated the Federal Government had approved the Disaster Declaration for Washington County to receive public assistance. He stated that the anticipated total cost of damages will be approximately \$650,000-\$700,000 and FEMA will be able to reimburse the Town for 75% of those costs. **Jeff** stated that he has not yet heard if the State of Vermont will help with damage costs to towns. He stated that there is a kickoff meeting in Barre Town on Wednesday at 9:00 a.m., with FEMA and State representatives to help towns through the application process. **Jeff** stated that after this meeting there will be a follow up meeting with FEMA and VAOT to review the paperwork and make sure all of the documentation is completed correctly. He stated that this process will involve conducting site visits to the roads that were damaged and the Town must justify why the repairs were made.

Crushed Gravel Bids

Jeff Schulz stated that each year the Town sends out an RFP for crushed gravel bids. He stated that he had received one bid, from Northeast Materials Group, who had received the bid last year. **Jeff** stated that last year's bid price for gravel was \$13.50 per cubic yard for 1 ¼ inch gravel and \$13.00 per cubic yard for ¾ inch gravel. **Roberta Haskin** read the bid from **Northeast Materials Group** in the amount of \$15.65 per cubic yard delivered and \$11.65 per cubic yard at the pit. She noted that the different grades of gravel were not separated out of the total. **Jeff** stated that the Board had budgeted approximately \$140,000 for resurfacing and gravel in FY12. **Nancy Driscoll** asked for more information on this bid before the Board makes a decision.

Winter Sand Bids

Jeff Schulz stated that the Town received three bids for winter sand, which the Board opened at a previous meeting and tabled discussion on this item pending testing results from the Road Superintendent. He stated that the test results have not yet been provided and suggested tabling this discussion until the next regular meeting.

New Business

Road Repair Bids

The Board tabled this discussion until the next regular meeting due to a mix up on the due date for the bids.

Treasurer Hiring Process

Jeff Schulz stated that the Town voters had elected to change the Charter to change the position of Treasurer from an elected to a hired position. Also, the Charter requires that the board appoint a Treasurer and that the Board appoint a hiring committee to assist in the hiring process. **Jeff** stated that the committee shall consist of three Selectboard members and four residents of the Town. He stated that the language pertaining to a hiring committee is used in hiring an assessor and hiring a treasurer as a way to keep the residents involved in that process. The Board tabled further discussion on this topic until the next regular meeting.

Town Administrator Report - Jeff Schulz

Jeff Schulz stated that the Town Clerk's office will be closed on August 17, 18, and 19th for energy improvements. He stated that the Town employees are working through this time and has some ideas on how to conduct business otherwise. **Patti Lewis** stated that one idea is to advertise in the newspaper letting residents know that the Town Clerk is closed and to either mail their tax payments or put them in the drop box rather than to bring the payment to the Town Offices.

Jeff stated that he had sent a memo to employees regarding the Health Insurance changes. He stated that the Town is now requiring employees to pay 50% of the deductible for Health Insurance.

Jeff stated that he will be meeting with the Central Vermont Regional Planning to work on a Hazard Mitigation Plan for the Town. He stated that a Hazard Mitigation plan is important not only for the inventory and analysis of problem areas, but also helps with FEMA funding for disasters. **Jeff** stated that FEMA would like all towns to work toward mitigation and prevention of disasters.

Jeff stated that it has been some time since the Town had put out a fuel oil RFP and believes that it is time to start that process.

Jeff stated that the Police Department has a vacant officer position. He stated that the Board had tabled the decision on filling that position and the Chief wants to fill that position as soon as possible. **Jeff** stated that he had talked with **Susan Gretkowski** on this topic and she is fine with authorizing **Chief Wolfe** to fill that vacant position. He stated that **Chief Wolfe** has two possible candidates for this position. The Board agreed to authorize **Chief Wolfe** to move forward with filling the vacant position and **Nancy Driscoll** volunteered to participate in that process.

Jeff stated that he was trying to schedule a date and time for an after action review of the flooding disaster with the Selectboard, Fire Department, **Chief Wolfe**, **Richard Tetreault**, and the Emergency Management Team. He stated that Monday, August 8th at 6:00 p.m. had been suggested as a possible date and time.

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 3-0.

Approval of Minute(s) of Previous Meetings

After review of the minutes from July 18, motion by **Jonathan Goddard** to approve the minutes with minor changes. Second by **Roberta Haskin**. Motion carried 3-0.

Roundtable

Nancy Driscoll stated that she had attended the Regional After Action Review, there were individuals there from the Barre City Fire Department and the Montpelier Police Dept., but no one attended from Berlin Fire or Police Departments. She stated that this meeting underscored the need for Berlin to hold it's own after action review.

Roberta Haskin stated that **Simply Subs** has opened another restaurant in the Berlin Mall. She stated that they seemed very busy, and she thought that the restaurant was a good addition to the Mall.

Jeff Schulz stated that the Vermont Agency of Transportation Testing Lab is moving from their current location on Route 302, to the former Capital City Press building on Airport Road.

Roberta Haskin stated that there will be a training classroom at the Airport terminal building.

Executive Session – Contract, Personnel

Motion by **Jonathan Goddard** to enter into executive session to discuss contract and personnel issues. Second by **Roberta Haskin**. Motion carried 3-0.

Motion by **Roberta Haskin** to exit out of executive session and adjourn the Selectboard. Second by **Jonathan Goddard**. Motion carried 3-0.

For the Select Board:

Rebecca Richardson, Administrative Assistant