



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

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

**Monday, January 17, 2011
6:00 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 6:00 p.m.

Public Comment

There was no public comment.

FY 12 Budget

Jeff Schulz stated that the Board has received the revised budget report. He stated that some of the revisions made to the budget included a 3% wage increase for employees, employees paying half of the health care deductible, a revised insurance buyback plan that states the employees with a family plan receive an insurance buyback of \$500 per month, a two person plan would receive \$375 per month, and a single plan would receive \$250 per month. **Susan Gretkowski** stated that she would like to review changes made at the last Board meeting and asked if the Board wanted to review the budget as a whole? The Board decided to review the whole proposed budget. **Patti Lewis** stated that the revenues have not changed. **Jeff** asked if **Patti** anticipates any changes in PILOT or other State payments? **Patti** stated that she does not anticipate any changes in those revenues. The Board continued to review the proposed budget. **Susan** stated that **Patti** has put a contract assessor line item under Listers budget, and \$300 for mileage. **Jeff** stated that **Patti** has put an assessor contract wage at \$25,000, which is based on the proposals received from assessors. **Susan** asked when the hiring committee was due to make a recommendation to the Selectboard? **Jeff** stated that the committee will meet on January 25th to review candidates, and should have a recommendation to the Selectboard on February 7th. He stated that the Listers wages has been set at \$6,000. **Nancy Driscoll** stated that the Town had received an energy audit and asked if money has been set aside for work on those recommended projects? **Patti** stated that no money has been budgeted for that work, but there is a reserve fund balance of \$6,186 in Building Maintenance and \$5,936 from the building renovation bond. **Jeff** stated that the Board might want to put more money toward building renovations for energy efficiency as the cost was approximately \$11,000 for the work in the Town Clerk's office. **Susan** stated that **Andrea Chandler** anticipates receiving a grant in the amount of \$8,400. The Board agreed to budget \$5,000 for energy improvement projects. **Patti** stated that the Board had not discussed the undesignated fund balance. The Board discussed whether to reserve \$100,000 of the undesignated fund balance to help offset the tax rate. **Jeff** stated that the only unknown issue regarding the budget is the Fire Department. He stated that the Board has not yet received the Fire Department's budget figures or special appropriation amounts. **Jeff** stated that the Fire Department has been asked to get those figures to the Board this week. The Board agreed to use \$100,000 from the undesignated fund balance to offset the tax rate. **Patti** stated that with the \$100,000 from fund balance to offset the tax rate, the budget would stand at \$2,399,339 and the municipal tax rate would be .425. She stated that this figure is based on the current grand list. **Susan Gretkowski** asked if there was any increase

in special appropriations this year? **Jeff** responded that there is a slight increase of approximately \$1000 from two organizations.

Treasurers Report

Patti Lewis presented the December 31st balance sheet and budget status report to the Board. She stated that currently there is a fund balance of \$969,244, which is approximately \$60,000 more than last year at this time. **Patti** stated that the expenses are at 73%, but most expenses have been fully executed for the year. She reviewed the budget status report.

Old Business

Personnel Policy

Jeff Schulz stated that the revised personnel policies were given to employees. He stated that there had been some feedback from employees, and he has made those adjustments. **Jeff** stated that employees have had ample time to provide inputs regarding the policy, and the one remaining issue is with regards to comp time for salaried employees. He stated that there was some question on whether comp time could be paid out in wages and should the comp time be accrued one hour accrued for one hour worked, or one and a half hours accrued for one hour worked. **Jeff** stated that an employee provided a written document on how they think comp time should be handled and make reference to the fair labor standards. He stated that he had been in touch with **Rob Halpert**, Town Attorney, regarding this written document. **Jeff** stated that it was **Rob's** opinion that the document may have some merit and asked for more time to review the fair labor standards as they apply in this situation.

Water Supply Project

Pat McDonald stated that the Water Supply Committee was working on a draft recommendations to bring to the Selectboard, but was not ready to discuss them as yet. **Susan Gretkowski** stated that the Board was not ready to enter into an agreement with Montpelier at this time. She stated that the Board would like to conclude some steps to include, receiving a final date for the income survey, get an idea of the financing, hold public hearings, and procure signed commitments from users, before discussing any more options with Montpelier.

New Business

Town Meeting Warning

Jeff Schulz stated that the Board has the draft warning and notice for Town Meeting. He stated that he has talked with the Clerk regarding the Veterans Exemption and Tax Stabilization Policy. **Jeff** reviewed the draft warning with the Board. **Susan Gretkowski** suggested adding a date by which individuals may request absentee ballots. **Jeff** stated that article 24 pertains to the due date for tax payments. He stated that the 15th of each quarter as that date falls during the week. **Nancy Driscoll** asked if a page number for the Tax Stabilization Policy should be put within the warning. **Jeff** stated that he would discuss incorporating a page number for the tax stabilization in the warning with **Rebecca** and the Clerk. He stated that the plan is to insert all of the figures into the warning and present it to the Board for signature on Thursday at 6:00 p.m.

Town Audit RFP

Jeff Schulz stated that this year is the last year on the contract for auditing services. He presented and reviewed a draft RFP for auditing services for the next three years. The Board approved the RFP and advised **Jeff** to advertise the RFP.

Town Administrator Report – Jeff Schulz

Jeff Schulz reminded the Board that petitions for office are due in to the Town Clerk on Monday, January 24th by 5:00 p.m. He stated that the petition must have a minimum of 20 signatures.

Jeff stated that the Assessor Hiring Committee met last week to review assessor proposals. He stated that they received three very good proposals. **Jeff** stated that the next step is for the committee to interview the consultants on January 25th. He stated that the committee should be ready to present their recommendations to the Selectboard by February 7th with the goal of hiring an assessor by mid February. **Susan Gretkowski** asked about the contract for the assessor and who was going to provide that contract?

Jeff responded that he will put together a draft contract, which he will have **Rob Halpert** review before presenting the contract to the Board.

Jeff stated that the City of Montpelier had contacted him regarding meeting with the Board to discuss the Berlin Pond issue. He stated that a meeting in February had been agreed to and expects the revised ordinance to be presented. **Susan Gretkowski** suggested contacting all residents affected by the ordinance advising them of the meeting.

Jeff stated that the West Hill Road issue will be on the agenda in February and he will notify all of the residents of that meeting.

Roberta Haskin asked if the Board was to comment on the Selectboard report for the Annual Town Report? **Jeff** stated that he had drafted the Selectboard report and was to email it to the Board for inputs and comments.

Approval of Liquor and Tobacco License(s)

Motion by **Brad Towne** to adjourn the Selectboard and convene the Liquor Control Board. Second by **Jonathan Goddard**. Motion carried 5-0.

Jeff Schulz stated that there were four liquor license requests. He stated that the first license request is from **Kinney Drugs** for liquor and tobacco licenses. **Jeff** stated that there are no issues with this license and recommends approval. Motion by **Nancy Driscoll** to approve the liquor and tobacco license for **Kinney Drugs**. Second by **Brad Towne**. Motion carried 5-0.

Jeff presented the liquor and tobacco license request from **Price Chopper**. Motion by **Brad Towne** to approve the liquor and tobacco license for **Price Chopper**. Second by **Roberta Haskin**. Motion carried 5-0.

Jeff presented the liquor license from the **Wayside Restaurant**. Motion by **Nancy Driscoll** to approve the liquor license for the **Wayside Restaurant**. Second by **Roberta Haskin**. Motion carried 5-0.

Jeff presented the liquor license for **Applebee's Restaurant**. Motion by **Nancy Driscoll** to approve the liquor license for **Applebee's Restaurant**. Second by **Jonathan Goddard**. Motion carried 5-0.

Motion by **Nancy Driscoll** to adjourn Liquor Control Board and reconvene the Selectboard. Second by **Brad Towne**. Motion carried 5-0.

Approval of Licenses, Permits, Vouchers and Applications

Nancy Driscoll asked why the Times Argus bill had two different rates on the bill presented? **Jeff Schulz** responded that he would need to view the bill, but that the Times Argus had increased the rates on advertising. **Nancy** asked why there was a warrant for video on December 6th? **Patti Lewis** stated that the video service was provided, even if the video did not work. Motion by **Jonathan Goddard** to approve the licenses, permits, vouchers and applications as presented. Second by **Nancy Driscoll**. Motion carried 5-0.

Approval of Minute(s) of Previous Meetings

After review of the minutes from December 13th, **Susan Gretkowski** stated that there was a typo under FY12 Budget. Motion by **Brad Towne** to approve the minutes with corrections. Second by **Jonathan Goddard**. Motion carried 3-0 with 2 abstaining.

After review of the minutes of December 20th, **Nancy Driscoll** noted that the line 'as the lowest local bid' be added to the motion under Annual Report Bids. Motion by **Nancy Driscoll** to approve the minutes with corrections. Second by **Brad Towne**. Motion carried 3-0 with 2 abstaining.

The Board decided to table the minutes of January 3rd until the next Board meeting.

After review of the minutes of January 10th, motion by **Jonathan Goddard** to approve the minutes as presented. Second by **Nancy Driscoll**. Motion carried 5-0.

Roundtable

Susan Gretkowski asked if **Jeff** had heard anything from the School Board regarding meeting with the Selectboard prior to Pre-Town Meeting? **Jeff** responded that he had not heard from the School Board.

Executive Session – Contract

Motion by **Brad Towne** to adjourn the Selectboard and enter into executive session. Second by **Nancy Driscoll**. Motion carried 5-0.

Motion by **Brad Towne** to exit out of executive session and reconvene the Selectboard. Second by **Jonathan Goddard**. Motion carried 5-0.

Motion by **Nancy Driscoll** to adjourn the Selectboard meeting. Second by **Jonathan Goddard**. Motion carried 5-0.

For the Select Board:

Rebecca Richardson, Administrative Assistant