



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

**Berlin, VT. 05602
Regular Select Board Meetings
1st & 3rd Monday of Each Month
Wednesday September 5, 2007
7:00 PM**

Selectboard Members Present: Pat McDonald, Chair; Don Blanchette, Vice Chair; Laura Plude.
Absent: Kitty Langlois, Secretary; Brad Towne (arrived at 9:15PM). Present: Town Administrator Jeff Schulz, Town Treasurer Patti Lewis. All action is unanimous unless otherwise stated.

Approved Minutes

Pat McDonald called the meeting to order at 7:00 PM.

Public Comment

No public comment.

Town Treasurer

Patti Lewis presented the warrants for the board to sign.

Old Business

Methadone Clinic Update

Pat McDonald stated reviewed that the Methadone Clinic would be at a fixed site on Granger Road in the old Truck Stop location. The Board had discussed convening an Advisory Committee. **Pat** was out of town last week and unable to convene an Advisory Committee. As a result, a public hearing of the Advisory Committee will most likely take place at the end of September.

Central Vermont Home, Health, Hospice Tax Exemption

Rob Halpert reviewed the tax exemption agreement with Central VT Home Health & Hospice and the ensuing negotiations. The current agreement states that the Granger Road property and personal property within that building would not be taxed by the town. The Central Vermont Home Health & Hospice in return would voluntarily contribute approx. \$4,200 per year to the town in appreciation for this tax exemption. This would be a ten year contract. **The Agreement also states that Central Vermont Home Health & Hospice shall pay the Town \$16,421.37 on or before October 1, 2007, which constitutes the amount of taxes protested and not paid in Fiscal Year 2006** Motion by **Don Blanchette** to enter into an agreement with Central VT Home Health & Hospice as presented, and to have **Pat McDonald** sign the agreement. Second by **Laura Plude**. Motion carried 3-0.

Crosstown Road Project Update

Jeff Schulz reported that the bid packages were opened. He reviewed the information with the Board. **Jeff Schulz** recommended that the board authorized the Town Administrator to sign the Notice of Intent with **E.E. Packard**. The contractor would like to start working on Crosstown Road during the third or fourth week of September, and has 60 days to complete the work. There will be a pre-construction meeting on site. Motion by **Don Blanchette** to authorize the Town Administrator to sign the Notice of Intent with **E.E. Packard**. Second by **Laura Plude**. Motion carried 3-0.

Scott Hill Road Project Update

Jeff Schulz reviewed the Scott Hill Road project. The start date for this project is Monday, Sept. 10. He will notify the residents on the road of the road closing to through traffic.

New Business

Private Road Acceptance for Browns Mill Road by Heather Burns

Jeff Schulz reported that **Heather Burns** has submitted an application to the DRB for a two lot residential sub-division on Browns Mill Road. The sub-division regulations state that all new lots should be on a town road. This road is a private road. The Planning Commission and the Development Review Board are asking the Selectboard to approve adding additional lots to a private road. The regulations also state that the Development Review Board may allow up to 2 lots on a private road provided that the Selectboard approves more development on the road. There are no set standards or history for this action. There was some discussion on this topic. **Pat McDonald** stated that the DRB and Planning Commission should write up the standards for the regulations addressing this issue to be adopted by the Selectboard. Motion by **Laura Plude** to approve the request by **Heather Burns** to authorize additional development on a private road and that the road be maintained by the residents, subject to a DRB review. Second by **Don Blanchette**. Motion carried 3-0.

Pat McDonald reported that the Planning Commission is asking several questions regarding sub-dividing on private roads. The questions are:

1. What level of involvement does the Selectboard want in the review of private roads?
***Don Blanchette** stated that as regards the first question on the level of involvement that the Selectboard have little to no involvement with the exception of curb cuts entering in to Town Roads. **Laura Plude** agreed with this answer.*
2. How does the Selectboard want to handle private roads that have existed for many years that don't appear to have been approved in writing by the Selectboard when the current owner wants to subdivide one more lot?
***Don Blanchette** responded that these roads would be grandfathered in and the residents responsible for maintaining them as they see fit.*
3. Does the Town require that private roads be built to AOT standards and would that standard be required of all private roads or roads that serve more than so many lots?

Pat McDonald stated that she does not have enough information to address these issues and suggested that the Selectboard meets with the Planning Commission regarding these questions. **Jeff Schulz** and **Pat McDonald** will meet with the Planning Commission next week and address these concerns at that time.

Sand and Gravel Bids

Jeff Schulz presented the Sand bids from **Pike Industries** and **Cheney Trucking** to the Selectboard. The two bids were opened and reviewed by the board asking **Richard Tetreault**, Road Superintendent his recommendations. Motion by **Laura Plude** to approve **Pike Industries** bid providing that it meets all specifications set down by the Road Superintendent and the Town. Second by **Don Blanchette**. Motion carried 3-0.

Jeff Schulz presented the one Gravel bid that was received. The bid was from Pike Industries. After reviewing the bid **Richard Tetreault**, Road Superintendent stated that the bid seemed a bit high. **Richard Tetreault** will call Pike Industries to ask about their prices. Motion by **Laura Plude** to authorized **Jeff Schulz** to re-advertise the Request for Proposals for Gravel Bids in the event that **Richard Tetreault** could not negotiate a better price from Pike Industries. Second by **Don Blanchette**. Motion carried 3-0.

Town Administrator

Comstock Road

Jeff Schulz updated the Board on the Comstock Road project. He has worked with the utility companies and determined that the utilities do not have to be moved and the project will be able to start in October as planned. The work needs to be finished by October per the Grant but **Jeff Schulz** has secured an extension if it is needed to complete this project.

Jeff also reviewed the Road Superintendent Report. The Road Crew has been kept busy this summer with grading roads, cutting brush etc.

Jeff Schulz reported that he has taken over as the Zoning Administrator. The Administrative Assistant, **Rebecca Richardson** is now working full time and helping with the zoning office and things are progressing smoothly. **Pat McDonald** thanked **Peter Noyes** once more for the incredible job as Interim Zoning Administrator and FEMA and by helping to train **Rebecca**.

The necessary paperwork has been filed with Fema for public assistance for the damage from the July storm. Jeff will be meeting with FEMA and conducting site visits around town reviewing the storm damage.

The EDC Business Survey was sent out. **David Versel** has received about 30 surveys back out of approximately 200 that were sent out. **David Versel** will be presenting the results of the survey to the public on September 26 at 7:00 PM at the Berlin Elementary School.

Approval of Licenses, Permits, Vouchers, Applications

After review of the licenses, permits, vouchers and applications, motion by **Laura Plude** to approve these as presented. Second by **Don Blanchette**. Motion carried 3-0.

Approval of Minutes from Previous Meetings

After review of the minutes from 9/20 **Pat McDonald** saw a typo that she recommended be changed. Motion by **Laura Plude** to approve the minutes as amended. Second by **Don Blanchette**. Motion carried 3-0.

Correspondence

Pat McDonald and Jeff Schulz reviewed the correspondence.

Roundtable

Motion by **Don Blanchette** to enter into an Executive Session. Second by **Laura Plude**. Motion carried 3-0. Motion by **Laura Plude** to exit the Executive Session. Second by **Don Blanchette**. Motion carried 4-0.

The meeting adjourned at 9:50 PM.

For the Select Board:

Rebecca Richardson, Admin. Asst.