



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

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

**Monday December 17, 2007
7:00 PM**

Selectboard Members: Pat McDonald, Chair; Kitty Langlois, Secretary; Brad Towne, Laura Plude. Absent: Don Blanchette, Vice Chair. Present: Jeff Schulz, Town Administrator; Patti Lewis, Town Treasurer. All action is unanimous unless otherwise noted.

UNAPPROVED MINUTES

Pat McDonald called the meeting to order at 7:05 PM.

Public Comment

Eileen Gillies stated that the VCIL requests that the Board approve an increase of \$1000 be included on the ballot at Town Meeting. **Eileen** reported on the services and number of people that VCIL serves. She asked that the Selectboard waive the petition in this case. The Selectboard asked **Jeff Schulz** to send her the policy on Special Appropriations and for her to abide by what was in the policy.

John Hurley mentioned that he had a hard time getting a quorum at the Planning Commission meetings.

Town Treasurer

Patti Lewis reviewed the end of month budget statements and the Highway budget. **Pat McDonald** asked how the Town was doing on revenue. **Patti** responded that the Town was at approximately at 75% on revenue, which is where we should be at this time. **Patti** reported that we were at 58.97% on our CLA. We can petition the Department of Taxes for an evaluation of the reappraisal process. **Jeff** recommended that the board authorizes him to write the letter to the Dept. of Taxes and authorize someone to sign it. **Pat McDonald** requested that **Jeff Schulz** draft the petition and that it be on the next meetings agenda.

Old Business

Review of Winter Shut Down Decision and Funding for Crosstown Road

Jeff Schulz reviewed the closing of Crosstown Road for the winter months and stated that the main reason for shut down was concern about the impact of freezing weather on the stability of the road construction. **Jeff** has talked with **Ellery Packard** and has been assured that the site is secured for the winter and that **Mr. Packard** is set to restart construction in May of 2008. **Jeff** has also talked to the Police Department regarding emergency services being adequate for Riverton and West Berlin. We have not heard officially from VAOT regarding our request for further funding for Crosstown Road. **Jeff** has also requested an extension on the Crosstown Road Funding Grant until June 30, 2008.

Health Officer Position

Jeff Schulz reported that the State wants the Town to appoint a Health Officer. **Jeff** recommended that the board appoint an official health officer. Motion by **Laura Plude** to appoint **Jeff Schulz** as the Town Health Officer. Second by **Brad Towne**. Motion carried 4-0.

Pat McDonald volunteered to be the Deputy Health Officer for the Town. Motion by **Brad Towne** to appoint **Pat McDonald** the Deputy Health Officer. Second by **Laura Plude**. Motion carried 4-0.

Update on Town Generator

Jeff Schulz reported that the Town has elected to purchase a generator from the Sewer Commission. **Jeff** has applied for a grant from the State for the wiring and installation of the generator. The generator is currently being stored with the company that maintains the generator and we will be installing the generator in the Spring.

New Business

Appointment of Authorized Representative for Water Supply Steering Committee Loan

Jeff Schulz recommended that the board authorize the Town Treasurer, **Patti Lewis**, to be the authorized representative to receive and sign paperwork regarding this loan and that they appoint the Town Administrator as an alternate representative. Motion by **Laura Plude** to authorize **Patti Lewis**, Town Treasurer as the representative to sign paperwork for the Water Supply Steering Committee Loan and authorize **Jeff Schulz** as the alternative representative. Second by **Kitty Langlois**. Motion carried 4-0.

Application to Work in the Right of Way on Hill Street Ext. by Verizon

Jeff Schulz reported that Verizon has submitted an application to erect a utility pole on Hill Street. **Richard Tetreault**, Highway Supervisor has reviewed the application and recommends approval with the condition that the pole be erected 5 feet off the roadway. Motion by **Laura Plude** to approve the permit as presented. Second by **Kitty Langlois**. Motion carried 4-0.

Expectations for the Berlin Methadone Advisory Committee

Pat McDonald reported that there is a memo outlining the expectations of the Berlin Methadone Advisory Committee. The committee would be receiving updates from BAART regarding the Methadone Clinic. The clinic should be up and running around January 15, 2008. The committee would be asked to review the number of clients and hours of operation and be the liaison between the clinic and the Town of Berlin. Motion by **Laura Plude** to accept the memo regarding the expectations of the Berlin Methadone Advisory Committee. Second by **Kitty Langlois**. Motion carried 4-0.

Green Mountain Transit

Tawnya Kristen & Chris Cole reviewed the services of Green Mountain Transit (GMT) to the Town of Berlin and surrounding small communities. **Tawnya Kristen** reported that the trend is shifting from general transit to transit to food shelves and meal programs for seniors, handicapped people and lower and middle class families. She reported that GMT typically transports 15 -19 methadone clinic clients and Medicaid clients. **Chris Cole** reported that at least 50% of funding comes from Federal Funds. In order to get these funds they need to provide local match funding. Rather than ask the communities for increases in funding they are asking communities to donate funds. GMT provided 51,000 miles of service to Berlin residents. Green Mountain Transit provides access to meal sites and adult activities to keep seniors independent. **Chris** requested \$10,000 from the town for the next fiscal year based on the number of fixed route services and the population of the community. Barre city contributes \$36,000, and Montpelier contributes \$28,000 this was based on public usage.

Town Center Task Force

Shirley Fortier requested that the board approve a \$6,000 budget for the Town Center Task Force for the 2009 budget. She reviewed the plans of the Town Center Task Force for the future, and the need for consultants to look at probable ways to build the Town Center. This budget would be broken down as \$2500 for a landscape architect, \$2500 for a real estate consultant and \$1000 for a public forum.

Post Office Resolution and Warning

Pat McDonald reported that the Post Office Committee requests that the Selectboard put a non binding resolution on the ballot for Town Meeting in March to determine the level of community support for a post office in Berlin. There would have to be a special Town Meeting, held before a Selectboard meeting, to vote if the town wanted to vote on a post office by Australian Ballot. If the vote is in favor then the question would be placed on the Australian Ballot at Town Meeting. Motion by **Laura Plude** to hold a special Town Meeting on January 21, 2008. Second by **Kitty Langlois**. Motion carried 4-0.

Budget 2009

Jeff Schulz reported that he had been working on the budget. So far we have the Highway budget and the Police budget. The larger budget items are the wages and the health care. VLCT stated that the healthcare costs are increasing 8.8%. **Pat McDonald** suggested that the Emergency Management Team come forward with their budget soon. **Jeff** stated that the boards and commissions have sent in budgets. The EDC wants an increase to \$2000 in their budget. The Recreation board wants \$500 in their budget. Other boards have also sent in their budgets and have already been put into the general budget. The Listers requested an increase that is more than 3% and **Pat** suggested that **Mike Domingue** come to a meeting to clarify this budget. **Patti Lewis** reported that we have the figures from VLCT for the renewal of the Property, Casualty and Workers' Comp. The Workers' Comp premium went down. The Property and Casualty went up 49%

this comes out to an increase of \$13,000. We have sent the Property and Casualty insurance out to bid to see if we can get a better price. The Selectboard reviewed the budget as it stands now.

Town Administrator

Jeff Schulz reported that the Community Emergency Response Team (CERT) requested a permanent home for their trailer be on Town property. After talking with **Richard Tetreault**, **Jeff** suggested that the trailer be placed beside the Sheriff's trailer in the Highway yard.

Pat McDonald talked about the speed limits on State Road regarding keeping the fines within the Town of that enforcement. **Pat** suggested to the board that this be an item on the next meetings agenda for discussion.

Approval of Licenses, Permits, Vouchers, Applications

Motion by **Laura Plude** to accept the Licenses, permits, vouchers and applications as presented. Second by **Kitty Langlois**. Motion carried 4-0.

Approval of Minutes from Previous Meetings

After review of the minutes of Nov. 19, motion by **Laura Plude** to approve the minutes as presented. Second by **Brad Towne**. Motion carried 4-0.

After review of the minutes of Nov. 27, motion by **Laura Plude** to approve the minutes as presented. Second by **Kitty Langlois**. Motion carried 4-0.

Correspondence

Jeff Schulz reviewed the correspondence.

Roundtable

Pat McDonald stated that we have been looking at other towns to reduce costs and maintain the current level of service. We are looking at working with surrounding towns to collaborate services.

The Selectboard set budget meetings on Jan. 3, 10, 17, and 24th. These are in addition to their regularly scheduled Selectboard meetings.

Executive Session anticipated – Personnel and Contract Issues

Motion by **Laura Plude** to enter into Executive Session at 9:10 PM. Second by **Brad Towne**. Motion carried 4-0.

Motion by **Laura Plude** to exit out of Executive Session at 11:00 PM. Second by **Kitty Langlois**. Motion carried 4-0.

The meeting was adjourned at 11:05 PM

For the Select Board:

Rebecca Richardson, Administrative Assistant