



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

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

**Monday, June 16, 2008  
7:00 PM**

Selectboard Members: Pat McDonald, Chair; Brad Towne, Vice Chair; Kitty Langlois, Secretary; Susan Gretkowski. Absent: Don Blanchette. Present: Jeff Schulz, Town Administrator; Patti Lewis, Town Treasurer. All items are unanimous unless otherwise noted.

### **UNAPPROVED MINUTES**

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

#### **Public Comment**

There was no public comment

#### **Joint Meeting with School Board**

**Linda Beaupre**, Berlin School Board, introduced the School board members. Present were **Jonathan Goddard**, **Amy Brewer**, **Jonathan Boyd** and **Vera Frazier**. The boards discussed the Annual Town Report and Town Meeting. **Linda Beaupre** stated that the School Directors report was missing. She asked who is responsible for taking the notes for the Town Report. She suggested asking the voters what they think the Town Report should be like and what information should be included in the Report. **Pat McDonald** stated that the Town Auditor is responsible for the Town Report and last year **Jeff Schulz** and **Rebecca Richardson** did a lot of work on that project. Pat also stated that we have no Town Auditor this year so the Town would have to look at who should be doing the Report. Kitty Langlois stated that the person responsible should be in the office gathering the information and putting it together. She also stated that nothing could be put in the Town Report that the voters did not vote on. The standing rule is that if an organization received money from the Town, their report should be included in the Annual Report. **Linda Beaupre** stated that this year there was a miscommunication regarding the School Directors Report. **Pat McDonald** stated that the Annual Report would be done in the office but suggested that the School Board be a part of proof reading the Annual Report.

#### **Town Treasurer Report**

Patti Lewis reviewed the budget status reports. Pat McDonald asked Jeff Schulz if he had reached out to the School regarding fuel purchase. Jeff stated that the School had already done their fuel costs with the Superintendents Office. He also stated that we had two options. One was to continue buying as we go, the other was to purchase an insurance policy to contain the upward costs of fuel for the year. Patti reviewed the Veteran's Exemption for Tax purposes. She stated that the Veteran had to have 50% disability and a letter from Veterans Affairs for this exemption. Patti Lewis asked why the Fire Dept must submit a warrant for disbursement of the money for the Fire Dept. to the Selectboard. Pat McDonald stated that she would pose that question to the Town Attorney, Rob Halpert.

Norb Rhinerson asked why there was no budget expenditure status under the Capital Budget. Patti stated that the Capital Budget status would be available at the end of the Fiscal Year. Norb also asked about the road projects revenue and expenditures. Patti stated that she has to keep the grant revenue separate from the expenditures.

#### **Old Business**

#### Reappraisal Update

**Jeff Schulz** stated that the board has an updated report from Vermont Reappraisal Company which is also on the website. He also stated that the Appraisal Change Notices will go out to the residents on July 9. **Jeff** also stated that grievances will be held on July 22-25. **Mike Domingue**, Town Lister reviewed the Change of Appraisal Notice. **Mike** also stated that we should be on track for setting the Tax Rate and getting the Tax Bills out on time or at least with as little lag time as possible. **Mike** stated that the Reappraisal is almost finished. The Vermont Reappraisal Company has been reviewing all of the appraisals with him. **Mike** stated that all first name owners on parcels in the Town will receive a Change of Appraisal Notice in the mail. The question was asked why it took the Town 20 years to do a reappraisal. **Mike Domingue** and **Pat McDonald** explained that the Common Level of Appraisal (CLA) that is set by the State Tax Dept. must be met and Berlin has met that number in past years. The threshold to trigger a reappraisal is set at 70%. Once a town has fallen below that threshold it triggers the reappraisal of that town. Berlin's CLA is at 58.6% which is why the reappraisal is happening now. **Mike Domingue** asked about his salary and whether the money to pay him would come out of the Reappraisal Fund. **Pat McDonald** stated that they would need to have a detailed accounting of his time. **Mike** stated that when the budget was set, the listers budget was cut because the money to pay overage would come out of the Reappraisal Fund. **Mike** stated that he has not been paid for 5 weeks. **Pat McDonald** explained what she needed for documentation. **Pat** suggested that she meet with **Mike** to go over his time along with **Rich Lewis** from Vermont Appraisal Company.

#### Crosstown Road Update

**Jeff Schulz** stated that Crosstown Road is open. The Town held a ribbon cutting ceremony that was well attended. **Jeff**, the contractor and the engineer had signed off on the documentation stating that the project was completed satisfactorily. He also stated that he received the final pay request and a note to the contractor asking for a general discussion regarding this pay request. **Ellery Packard** reviewed the pay request and the reason for the overage. **Ellery** stated that anything in black is under the estimate. **Jeff** stated that there were two items that came in over estimate. These items were the structural concrete leveling pad and the steel reinforcement bars. The overage was in the quantities in these items. The Town has paid out \$337,254 for this project. The engineering costs were approximately \$80,000 for a total cost of the project \$417,739. The grant from VAOT in the amount of \$325,000 so the cost to the Town would be approximately \$100,000 for the project.

**Jeff** stated that if the board was comfortable with the information, he would be asking for authorization to sign off on the final payment. Motion by **Susan Gretkowski** to authorize **Jeff Schulz** to sign for the final payment. Second by **Brad Towne**. Motion carried 4-0.

#### Chase Brook Bridge Update

**Jeff Schulz** stated that he sent a letter to the residents on Chase Road discussing the bridge project. He stated that he had spoken with the engineer and the engineer feels there are two options. One is to construct a temporary bridge for traffic, this will involve some more slab and edge work and will extend the cost of the project by approximately \$25,000-\$30,000 and will increase the construction by a few extra weeks. The other option is that they close the bridge for a period not to exceed 48 hours. This second option will not allow for emergency vehicles to get through to the residents. **Jeff** stated that has looked at opening up the upper part of the road. **Richard Tetreault**, Road Superintendent, stated that it would take the road crew up to 3 weeks to complete this project and this brings up on-going maintenance issues with that road. **Tate** stated that he thought there were other options. The State has temporary bridges that we may be able to use. **Pat McDonald** asked for comments and suggestions from the residents present. **Al Davis** stated that he feels the overall health of the residents requires the option that would allow for emergency vehicles to get through. The residents and **Richard Tetreault** were concerned that even with building up the upper portion of Chase Road, the emergency vehicles would not be able to get through that portion. **John Hurley** asked how the Town will address the erosion problem with the ledges along that area. **Ken Upmal** raised concerns pertaining to the engineering of such a project and **Pat McDonald** suggested that the engineer meet at the site with the board and the Chase Road residents. **Tate** said there are stabilization contingencies in place for the river bank while the construction is going on. **Ken Upmal** suggested conferring with **Doug Newton** of VAOT District 6 to see what he feels the timing of the project is and how long it will take.

#### New Business

#### Water Supply Study

**Tom Willard** stated that he wanted to review the Water Supply Study with Otter Creek Engineering. He has not received this study as yet. **Tom** did update the board on the work that has been done. He stated that originally Otter Creek was to look at hooking up to the Montpelier and Barre water supply system. The cost of doing this was decided too high a price for residents. They have amended the study to look at ground water supply in the Town. If this was done the cost to residents would be significantly lower than hooking up to Montpelier or Barre's Water Supply. **Tom Willard** stated that what the Water Supply Committee and Otter Creek Engineering plan to meet with the board on July 14 for a presentation on a Town Water Supply System. **Tom** did state that the Town would have to control the land around a proposed well before drilling, and the well after drilling and the surrounding area to make sure that the well didn't get contaminated. Then they would have to get State grant money to accomplish this project. **Tom** proposed that the committee start doing preliminary agreements with land owners and work with the Town Attorney to accomplish the agreements. The board agreed that doing preliminary work with the land owners was a good idea.

#### Town Forest

**Beth Daut** stated that she was approached by **Parker Nichols** who is interested in harvesting dead and dying butternut logs from the Municipal Town Forest off of Brookfield Road. She has been in contact with **Russ Barret**, Washington County Forester regarding this effort. They had marked and mapped trees that were in decline. The forest had been harvested for certain trees in the past. Beth has looked at a salamander population and a rare fern that are prevalent in that area and gotten recommendations on how to protect these species. The sale of these trees should net the Town approximately \$1,000-\$2,500. Beth asked the board to put the money from this sale into the Conservation Fund for upkeep on trails.

#### RSMS

**Robert Turner** introduced a new project involving an attempt to gather information for Capital Budget purposes on culverts, bridges and roads. This project is being funded by Central Vermont Regional Planning Commission. The data collection portion of this project needs to be completed by September. **Mr. Turner** is working with the Road Crew on updating Berlin's information.

#### Permit to Work in the Right of Way by Limfar Communications

**Jeff Schulz** reviewed the permit to Work in the Right of Way on Plateau Drive. He stated that **Richard Tetreault** had submitted his recommendations that the cable be placed at least 3 feet deep and that we had received the necessary bond for this project. **Jeff** recommended approving the permit for Limfar Communications. Motion by **Kitty Langlois** to approve the permit to work in the right of way by Limfar Communications. Second by **Susan Gretkowski**. Motion carried 4-0.

#### Montpelier – Berlin Bike Path Agreement

**Jeff Schulz** stated that the work is continuing on the Bike Path. **Jeff** stated that because of some problems with the VAOT right of way, there was need for an amendment to the Bike Path Agreement. He also stated that this would be the seventh amendment to this contract and that the amendment requires an additional cost of \$76,237 of which Montpelier and Berlin's portion is 10% of that and Berlin's portion would come to approximately \$2,500. **Jeff** stated that he had talked to **Andrea Chandler** regarding the amendment and she supports this amendment. Motion by **Susan Gretkowski** to approve the Bike Path Amendment as presented. Second by **Brad Towne**. There was some discussion regarding this issue. **Pat McDonald** suggested that **Bob Merchant** come back to discuss and clarify the amendment. Motion by **Susan Gretkowski** to table her previous motion. Second by **Kitty Langlois**. Motion carried 4-0.

#### Town Administrator Report

**Jeff Schulz** updated the board on the work on Scott Hill Road. The contractor has been working on Scott Hill and will finish it up in a couple of weeks. **Jeff** stated that he had asked the Police Chief to increase patrols along Scott Hill because of some concerns of the residents. He also stated that a bid ad had been put out for potholes and overlays. **Jeff** stated that after some juggling of schedules, a meeting date had been set for June 23<sup>rd</sup> at 6:00 PM to discuss the Route 62/Fisher Road interchange.

**Jeff Schulz** stated that Regional Planning is doing another High Risk Rural Road study and are looking at Paine Turnpike North. He also stated that a new employee was hired for the Road Crew. **Jeff** stated that we needed to hire more Police Officers. There was a report from **Chief Bill Wolfe** regarding the revenue generated by the Berlin Police Department.

Approval of Minutes of Previous Meeting(s)

After review of the minutes from June 2, motion by **Kitty Langlois** to approve these minutes as presented. Second by **Susan Gretkowski**. Motion carried 4-0.

Approval of Licenses, Permits, Vouchers and Applications

Motion by **Brad Towne** to approve the licenses, permits, vouchers and applications as presented. Second by **Susan Gretkowski**. Motion carried 4-0.

Roundtable

**Kitty Langlois** stated that she was not contacted regarding the Crosstown Road Ribbon cutting ceremony. She asked that she be called on the telephone rather than emailed about issues.

Executive Session Expected – Personnel Issues

There was no Executive Session.

Adjourn

Motion by **Brad Towne** to adjourn the Selectboard Meeting at 9:40 PM. Second by **Susan Gretkowski**. Motion carried 4-0. The meeting was adjourned.

For the Select Board:

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Rebecca Richardson, Administrative Assistant