



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

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

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

Unapproved Minutes

Pat McDonald called the meeting to order at 7:00

Public Comment

John Hurley started to talk about the Planning Commission goals. **Pat McDonald** stated that this subject would be better served as an agenda item at the next meeting. **John Hurley** reported that CVSW is going to have a discussion on Wednesday November 7 at the Chamber of Commerce from 5-7PM regarding their budget and assessment and invited the public to this meeting.

Town Treasurer

Patti Lewis reviewed the budget status and balance sheets. **Jeff Schulz** reported that we are expecting reimbursement of grant funds for the road work to offset the budget deficit. **Patti Lewis** reported that the budget worksheets went out last week. She should have some results back by the next board meeting on November 19. She also reviewed the Loan Application for the Water Supply Steering committee. The Loan is 12,000 and the first payment is not due until 2012. Motion by **Don Blanchette** to move the discussion of the Water Supply Loan up the agenda. Second by **Laura Plude**. Motion carried 5-0.

Patti Lewis reported that she needed the board to sign the papers to convert the loan for the Grader to a monthly loan payment from a 90 day note that was agreed to at an earlier meeting.

Water Supply Loan Application

Jeff Schulz stated that the first document that the board should sign is the resolution and certificate approving the planning advance loan through the local assistance State revolving fund. Motion by **Don Blanchette** for the board to sign the resolution and loan documents for the Water Supply Loan. Second by **Laura Plude**. Motion carried 5-0.

Old Business

Crosstown Road Project Update & Reimbursement Approval

Jeff Schulz reported that the contractor is revising the change order and anticipates resuming work on Friday. **Jeff** prepared a side agreement with the contractor. There is a minor change regarding liquidating damages in the side agreement. **Jeff** provided a request for reimbursement amount of \$47,400.48 from VAOT for the board's signatures. **Pat McDonald** asked how the search for additional funds for Crosstown Road was going. **Jeff** reported that **Doug Newton** is assisting him with the necessary forms and paperwork.

Chase Road Bridge Update

Jeff Schulz reported that the engineers did additional soil testing that did not reveal bedrock. There is some reengineering that needs to be done with this project that will greatly increase the project cost. The original cost estimate was \$120,000 and the new estimate for this project with the reengineering is \$220,000. The award grant that the Town received was for \$108,000. The Engineer was asked to look at lower cost estimates but these lower cost estimates were not what the Agency of Natural Resources (ANR) approved. **Jeff** will request ANR to reconsider its approval.

HRRR Program Road Safety Audit Report – Crosstown Road

Jeff Schulz reviewed the Road Safety Audit Report from the High Risk Rural Roads Program. The study was conducted by the Agency of Transportation. This Audit Report includes recommendations for increased signage, ditch work, cutting brush and trees. **Richard Tetreault** and **William Jennings** reviewed this report and they agreed with these recommendations. There were recommendations pertaining to guard rails and relocation of telephone poles that will cost more money that was not budgeted.

Generator for Municipal Office

Jeff Schulz reported that the sewer commission has offered to sell a generator to the Town. The price was set at \$3,000 for this generator. We received a cost estimate from Brook Field Service for installation of a generator. The estimate of \$19,209.50 included transporting, preparing a cement pad, installing a sub-base diesel fuel tank and install a new exhaust system. **Jeff** reported that the Town had previously applied for grant money from Vermont Emergency Management for a new generator and was turned down. He stated that there is possible additional grant money for the generator installation. **Richard Tetreault** stated that he and the Road Crew could transport the generator and build the pad and shelter, providing he gets the specifications of each of these. **Don Blanchette** suggested that we get Brook Field to meet with **Jeff Schulz** and **Richard Tetreault** to review the generator location and the specifications on the pad and shelter. Motion by **Laura Plude** to accept the Sewer Commissions offer to sell their used generator to the Town for \$3,000. Second by **Don Blanchette**. Motion carried 5-0. Motion by **Kitty Langlois** to authorize **Jeff Schulz** and **Richard Tetreault** to obtain bids by telephone for installation of the generator. Second by **Laura Plude**. Motion carried 5-0.

New Business

Permit to Work in the Right of Way on Plateau Drive by Berry Cable LLC

After review of the permit to work in the right of way on Plateau Drive by Berry Cable, motion by **Don Blanchette** to approve the permit upon receipt of the total cost of this project and a 10% bond. Second by **Laura Plude**. Motion carried 5-0.

Town Administrator

Jeff Schulz reported that a letter was sent requesting a reimbursement in the amount of \$14,000 for the work done on Comstock Road through the Better Back Roads Program. There is also a letter from Ran-Mar pertaining to Partridge Road, the engineers report and the deed to the Town, which Ran-Mar is asking the Town to record. The understanding was that the Town let the road sit for one year before accepting it. Ran-Mar is asking the Town to accept the street lights as well. There was some discussion regarding this matter. **Jeff** stated that we needed to respond to Ran-Mar regarding the concerns that the Town has regarding acceptance of Partridge Road.

Jeff stated that we received four advertisements for the Newsletter in the amount of \$600. The Newsletter itself will cost about \$700 - \$800 dollars to print and mail. **Jeff** will hand deliver the Newsletter documents to the printer this week.

Jeff reported that the budget sheets have gone out and are due back on November 16 for discussion on November 19 at the next Selectboard meeting. **Pat McDonald** stated that the Capital Budget is being worked on by herself and **Laura Plude**. **Jeff** stated that any changes to the Capital Budget document should be done through the board.

Jeff reported that we are expecting reimbursement from FEMA in the amount of \$11,800 for damage caused by the July rainstorm.

Approval of Licenses, Permits, Vouchers, Applications

Motion by **Don Blanchette** to approve the licenses, permits, vouchers and applications as presented. Second by **Kitty Langlois**. Motion carried 5-0.

Approval of Minutes from Previous Meetings

After review of the minutes from 10/15, motion by **Laura Plude** to approve the minutes as presented. Second by **Don Blanchette**. Motion carried 5-0.

After review of the minutes from 10/29, motion by **Laura Plude** to approve the minutes as presented. Second by **Don Blanchette**. Motion carried 5-0.

After review of the minutes from 11/1, motion by **Don Blanchette** to approve the minutes as presented. Second by **Laura Plude**. Motion carried 4-0 with one abstaining.

Correspondence

Jeff Schulz reviewed the correspondence.

Roundtable

John Hurley asked if there was any way to do a quantitative analysis on the roads that bring an economic value to the Town based on property taxes. Some discussion ensued on this topic.

Executive Session anticipated – Personnel Issues

Motion by **Don Blanchette** to enter into executive session at 8:25 PM. Second by **Kitty Langlois**. Motion carried 5-0. Motion by **Don Blanchette** to exit out of executive session at 8:50 PM. Second by **Kitty Langlois**. Motion carried 5-0.

Motion by **Laura Plude** to adjourn the Selectboard meeting at 8:55 PM. Second by **Don Blanchette**. Motion carried 5-0. The meeting was adjourned at 8:55 PM.

For the Select Board:

Rebecca Richardson, Administrative Assistant