



**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**

**Thursday, April 4, 2019  
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Jeremy Hansen, Vice Chair; Angelina Capron, Secretary; Flo Smith and Justin Lawrence. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

### **APPROVED MINUTES**

#### Call Meeting to Order

Meeting called to order by Chair Towne. .

#### Changes to Agenda

The Town Administrator asked for the Board to convene the liquor board and to add discussion on the gravel and trucking contracts.

#### Public Comment

None.

#### Treasurer's Report

The treasurer asked the Board to sign the request from Berlin Fire Department that was approved at a previous meeting but had not been signed.

- Third Quarter Financial Review

The treasurer had presented the Board with the operating budget for FY'19 as it stand through the third quarter. In the report she provided the Board will notes to explain exemptions to give a better idea of where the budget stands. There was discussion relative to funds that are transferred from reserve funds.

## Selectboard Minutes

April 4, 2019

Page 2 of 4

### Town Sponsored Swim Lessons

*Motion: Hansen/Smith to support the summer swim lessons at the rate of \$25 a child with a cap of \$1,000.*

### Velco-Nelson Drive Substation Upgrade

The Board met with Doug Best and Shana Louise from Vermont Electric Power Company (VELCO). Mr. Best is the project manager for the scheduled upgrade at the Nelson Drive Sub Station. Ms. Louise is in the Planning Department. They reviewed the scheduled upgrade for the Nelson Drive plant that is proposed for 2020. They hosted a public hearing prior to the Selectboard Meeting. They will also be filing the needed paperwork with the PUC. They are working to gather as much input as they can prior to the PUC filing. They expect the permit from PUC in February or March and plan to do the work in the summer of 2020. They asked for the Board to send them a letter of support.

*Motion: Hansen/Smith to draw a letter of support for the upgrade of the VELCO sub- station that can be included with their application to the Public Utilities Commission..*

### Approval of Licenses, Permits, Vouchers, and Applications

Hansen/Smith moved to approve: general fund accounts payable warrant number 19g20 with checks - 19013 to 19047 in the amount of \$139,681.90. Payroll warrant number 19-20 for payroll from March 17, 2019-March 30, 2019 in the amount of \$40,287.96; February and March bank statements for the General Fund, the Sewer Commission and the Water Division.

### Robert Wernecke-Activity update on Central Vermont Regional Planning Commission

Mr. Wernecke is Berlin's representative to the Central Vermont Regional Planning Commission. He gave an overview of the activities of the Planning Commission in the past year. They have been active and working with the Town on various projects. They have assisted with project such as the zoning rewrite, stormwater management and inventory of road hydrologically connected segments. For a Town the size of Berlin that does not have a full time planning department.

Mr Wernecke also serves on the transportation committee. They have worked closely with the state on projects such as the expansion of the Exit 7 Park and Ride and other projects. They were active with the upgrade to route 302 . Mr. Wernecke asked the Board if there were a project that they would like to have addressed? Brad Towne said that for many years there has been some discussion in regard to the state acquired and taking over the maintenance on Dog River Road. He said that it would make sense as they state highway on Route 12 goes to the Montpelier City Line and adding Dog River Road would be in line with that. .

### Committee Appointments

*Motion: Hansen/Smith to appoint all citizens to Board, Commissions and Committees as per memo attached<sup>i</sup>*

*Motion: Smith/Lawrence to appoint Jeremy Hansen as the Town's representative to CV Fiber and Jerry Diamantides as Alternate Representative to CV Fiber.*

Yes-4 Not voting-1

Selectboard member Hansen did not participate in this vote.

Selectboard Minutes  
April 4, 2019  
Page 3 of 4  
Police Department Doors

This project has been bid twice with disappointing results. Since the Town has done due diligence to find a contractor for this work the board reviewed the two quotes received.

*Hansen/Smith to accept the bid from Bruce Boisvert to repair the Police Department Doors contingent on a bond in the amount of \$10,000 posted as security.*

Working in Right of Way

The Board met with B.U.R. Construction, LLC. The project is to blast out and remove 40-50 thousand cubic yards of ledge. They plan to deliver the material to the F. Brousseau pit on Williams Road, which is an adjoining property.

*Motion: Hansen/Smith to approve the Digging in the Right of Way Permit for BUR Construction contingent on receipt of a \$4,000 cash bond and approval from the DRB to operate on Sundays.*

Special Event Permits

Ironwood Adventure Works, LLC. Applied for a special event permit for July 13<sup>th</sup>.

*Motion: Hansen/Smith to approve the special event permit for Ironwood Adventure Works, LLC contingent on receipt of a certificate of insurance and to waive the permit fee.*

Conflict of Interest Policy

*Motion: Hansen/Smith to approve the conflict of Interest policy as presented.*

Hazard Mitigation Proposals

The Board reviewed the two Hazard Mitigation Proposals.

*Motion: Hansen/Smith to accept the proposal from OPH Associates for Hazard Mitigation Services.*

Signatures on Snowmobile Ordinance

This ordinance was voted on January 3, 2019 and the board signed the ordinance

Annual Vtrans Financial

*Motion: Hansen/Smith to approve the Town Vtrans plan.*

Approval of Selectboard Minutes

*Motion: Hansen/Capron to approve the minutes of February 21, 2019*

*Motion: Hansen/Capron to approve the minutes of March 4, 2019*

*Motion: Hansen/Capron to approve the minutes of March 21, 2019*

Town Administrator Report

Hadley reported on the progress of the Town Office/Highway Department Plan

## Selectboard Minutes

April 4, 2019

Page 4 of 4

The traffic signal project is almost complete. We are waiting for Green Mountain Power to drop a new electric line.

The Public Works Board is having a map made for the Town Center Designation in regard to utilities.

The Town has applied for a Better Roads grant to help with the cost of doing an inventory of hydrologically connected road segments. We are still waiting for word on the grant.

The PPA agreement that the Town signed will be in effect soon.

The Town received a V-trans grant for the impact of the Exit 6 ledge removal project.

*Motion: Hansen/Smith to suspend the Selectboard Meeting and Convene the Liquor Board*

Liquor Renewals:

- Dog River Brewery
- Steak House Restaurant

*Motion: Hansen/Smith to approve the license renewals for Dog River Brewery and Steak House Restaurant*

The Board will gather more information relative to the outside consumption.

Hansen/Smith to adjourn the Liquor Board and Convene the Selectboard.

### Gravel and Transportation of Aggregate

The Board had left the terms of the last bid to allow the flexibility to continue the contract for gravel and transportation.

*Motion: Hansen/Smith renew the contract for Gravel and transportation.*

### Roundtable

Selectboard Hansen reported that he did a ride along with Sgt. Bassette.

### Adjournment

Motion: Hansen/Smith to adjourn.

For the Select Board:

---

Dana I Hadley

---

<sup>i</sup> Listing of candidates being re-appointed are included as an addendum to these minutes.