



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

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

**Monday, April 18, 2016
7:00 PM**

Selectboard Members: Ture Nelson, Chair; Jeremy Hansen, Vice Chair; Pete Kelley, Secretary; Brad Towne and Wayne Lambertson. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

APPROVED MINUTES

Call to Order

Chair Nelson called the meeting to order.

Changes to Agenda

None.

Public Comment

None.

Treasurers Report

Isabelle provided the March trial balance and budget status to the board for review. There are two properties going to tax sale, scheduled on June 7. There are four other properties that may be brought to tax sale at a future date.

Approval of Licenses, Permits, Vouchers, and Applications

Lamberton moved to approve: Payroll warrant number 16-22 for April 3, 2016 – April 16, 2016 in the amount of \$38,577.18. The accounts payable warrant number 16w14 with checks 10051-10053 in the amount of \$395.41 for the water division. Accounts payable warrant number 16g23 with checks 16083-16121 in the amount of \$78,166.29. The reconciled March 2016 bank statement for water division and the general fund. The March 2016 tax administration adjustment and March 2016 journal entries. Seconded by Hansen. Passed unanimously.

Grand List- Website Update

Isabelle reviewed material that could be published to the town website. Concerns were raised in regard to what impact this would have on revenues. This will be reviewed with the Town clerk to determine the impact.

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Tax Sale Bid Policy

The tax sale bid policy was reviewed, there will be a few revisions made and will be brought up at the next meeting.

Credit Card Processor

Town Attorney Rob Halpert reviewed contracts and provided suggestions. Lamberton moved to contract with VPS for the length of two years for credit card services. Seconded by Hansen. Passed unanimously.

Permit for Working in Right of Way- Central Vermont Medical Center- Ron Lyons

The permit is being requested to add a water line under Fisher Road. Hansen moved to approve the permit to dig in the right of way for the Central Vermont Medical Center. Seconded by Lamberton. Passed unanimously.

Tom McKone and Steve Gold- Kellogg Hubbard Library

Gold, Chair of the Board of Trustees, and McKone, the Executive Director, discussed signing up Berlin residents for membership at the library. Residents can obtain Library cards starting May 2. Berlin residents who have purchased a membership will be reimbursed at a pro-rated amount. He provided a pamphlet with an overview of services available. There was discussion about how residents can prove their residency, and photo ID is asked for but if they do not have an ID other methods to prove residency can be accepted.

Truck Body Bids for New Six Wheel Truck

Two bids were received for the truck body. Viking Cives of Harrisville, New York/Williston, Vermont, \$58,500. HP Fairfield of Morrisville, Vermont, \$58,990.¹ Lamberton moved to award the truck body bid to HP Fairfield. Seconded by Towne. Passed unanimously.

Lawn Care Proposals

Four quotes were received. RRC Property works \$2,090 for the season to be paid monthly. Joe Magnon \$2,400 for the season to be paid monthly. Thomas Property Management \$3,125 for the season paid monthly. Paquette's Landscaping and Tree Services \$3,158 for the season paid monthly.² Hansen moved to accept the bid from RRC Property Works LLC in the amount of \$2,090 for the season. Seconded by Lamberton. Passed unanimously.

Approve of Local Emergency Response Plan

The board reviewed the plan, which is very similar to last year's but with some needed updates. Lamberton moved to accept the emergency operations planned. Seconded by Hansen. Passed unanimously.

Review of Snowmobile Policy

There was discussion about the snowmobile policy in relation to roads and trails. The policy will need to be updated or repealed. The board asked that members of a snowmobile club be invited to discuss the matter and also that VAST maps be obtained for review of trails in Berlin.

¹ The Bid result sheet will be included as an addendum to these minutes.

² The Bid result sheet will be included as an addendum to these minutes.

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Annual Financial Plan for VTrans

The board discussed the annual update to the state. Lamberton moved to adopt the annual financial plan. Seconded by Hansen. Passed unanimously.

Application for Peddler's License- Gary Hathaway- Ice Cream Truck

Hansen moved to approve Mr.Hathaway's application for a peddler's license. Seconded by Towne. Passed unanimously.

Committee Appointment Documents

Documents accepting committee nominations from the last meeting were presented for signing.

Selectboard Resolution for Berlin, Germany

Hansen to take several students from Norwich University to Berlin, Germany in May. Tours of city government are on the itinerary. Hansen asked that a resolution be signed to be presented to the government in Berlin, Germany from the municipality in Berlin, Vermont. Lamberton moved to approve signing of the resolution. Seconded by Towne. Passed unanimously.

Town Administrator Report

Hadley discussed upcoming meetings.

A letter was received from the state discussing how hazardous material will be disposed of as they work on a bridge on I-89 over Route 62.

The League would like town employees to attend a seminar on physical fitness for a slight break on workers compensation insurance.

The spring conference for administrators and managers is to be held in May. The cost is approximately \$400, which is in the training budget.

Approval of Minute(s) of Previous Meeting(s)- 3/21/2016, 4/4/2016

Hansen moved to approve minutes for the meeting of March 21, 2016 with previously noted changes. Seconded by Kelley. Passed 3-1 with 2 abstained.

Hansen moved to approve the minutes of the April 4, 2016 meeting with previously noted change. Seconded by Lamberton. Passed 3-1 with 2 abstained.

Selectboard Goals for 2016-2017

Nelson to work more on this subject.

Round Table

Nelson asked that the animal control rfp be released soon. Also asked about the status of the PD facebook page. Photos from arrest reports are no longer being posted but names are still being posted. Nelson explained that he believed names would also be omitted. There was discussion about the social media policy and what is being posted.

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Executive Session- Personnel/Contract

Hansen moved to find that premature discussion of the police contract and negotiation would put the town at a disadvantage. Seconded by Lamberton. Passed unanimously. Hansen moved to enter executive session to discuss a personnel issue and pursuant to 1 VSA Section 313 a 1 to discuss the contract matter previously noted. Seconded by Lamberton. Passed unanimously.

For the Select Board:

Bethany A. Towne