



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

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

**Monday, April 20, 2015
6:30 PM**

Selectboard Members: Ture Nelson, Chair; Jeremy Hansen, Vice Chair; Roberta Haskin, Secretary; Brad Towne and Pete Kelley. Present: Board members except as noted below, Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. (Left after discussion on Personal Property taxes) Tim Davis, Road Superintendent (arrived during discussion on Bank Note) All items are unanimous unless otherwise noted.

APPROVED MINUTES

Call to Order

Meeting called by Chair Nelson. Kelley and Hansen absent.

Changes to Agenda

Hadley added four amusement applications. Also added two permit requests to dig in town right of way, to be added after amusement applications. Finally, added discussion pertaining to car port for the police department. Added to schedule after town administrator report.

Public Comment

None.

Treasurers Report

Isabelle explained that there is a check in payables for petty cash so that she has change for small bills to not have to write small checks. March trial balance, budget status report, delinquent tax report as of April 16 provided as well as a copy of check 15082 so it can be approved. Made everyone aware about the bill that had not been submitted for the water grant, which was submitted for, received a reimbursement check for \$13,143 which completes grant for first part of water project. There was some discussion about money that the state sends the town for lister training and how to categorize it within the records.

Approval of Licenses, Permits, Vouchers, and Applications

Haskin moved to approve licenses, permits, vouchers, and applications as follows: payroll warrant 22 for April 5-April 18 in the amount of \$38,508.46. Accounts payable warrant 34 for check 15120-15155 in the amount of 62,892.73. Void accounts payable check number 15119 for payroll check 3655 in the amount of \$387,958 replace with check 3633 in amount of \$187,469. Payroll number 21 cash deduction overstated by \$2,004.89. Seconded by Towne. Passed unanimously.

Personal Property Taxes

Isabelle has many that are less than \$10 or \$1 for the year. Went through 2014 and noticed that anyone with \$2,000 or less in taxable have a bill of \$10 or less per year. Can end up costing more to bill constantly for small amounts of money. Wanted to know if there should be a limit of how much money at which to bill. Nelson felt that research should be conducted as to how the tax came to be established, and if it was a town decision.

Contract for Remote Monitoring and Management of the Computer System

Hadley mentioned previous discussion of this contract through RB Computing that includes anti-virus program agreed for \$192 per year (and is not program for windows update which has been quoted at \$30 per computer per month). This is the contract that the board agreed to go forward with, for bit defender program. Haskin moved to accept the service agreement for remote monitoring and management from RB Technologies at the cost of \$192 annually. Seconded by Towne. Passed unanimously.

Amusement Ordinance- Permit Application

Blue Cross/Blue Shield national walk at lunch day April 29 and heart walk fundraiser September 19. Haskin moved to approve the two Blue Cross/Blue Shield applications for group walks April 29, 2015, and September 19, 2015. Seconded by Towne. Passed unanimously.

Central Vermont Medical Center fund raising race around Berlin pond June 27. Have safety plan for during the race. Towne moved to approve the amusement ordinance permit application for Central Vermont Medical Center for the fund raising race around Berlin pond to be held June 27, 2015. Seconded by Haskin. Passed unanimously.

Central Vermont Runners: 10 mile running race June 21, from Montpelier High to Jones Brook Road via Junction Road. Have provided insurance. Also applied for a 5 mile run around the pond on August 20. Have provided insurance. Also applied for a run June 6 from Onion River Sports down Junction Road. Insurance provided. Towne moved to accept the applications from Central Vermont Runners for June 21, June 6, and August 20.

Special Olympics Unified Relay Across America, to run May 27 on Route 302. Contracting with either Berlin PD or VSP but has not yet been secured. Insurance provided. Towne moved to accept benefit race for Special Olympics contingent upon solidification of safety measures. Seconded by Haskin. Passed unanimously.

Bank Note- Northfield Savings Bank- Financing- New 2015 Truck & Chipper

Isabelle received paperwork from bank about loan that was voted for last summer. Note is for \$113,340 which is the amount of cost of purchase of equipment (\$40,000 from budget was used first). Note needs to be signed to receive loan. Haskin moved to authorize signing of the loan documents from Northfield Savings bank for the amount of \$113,340 with an interest rate of 1.99% for 5 years for purchase of truck and chipper. Seconded by Towne. Passed unanimously.

Approval of LEOP- Emergency Management Plan

Required annually by the state by May 1. Same information included as in the past, outlines emergency plan. Towne moved to adopt the LEOP emergency management plan. Seconded by Haskin. Towne asked what has to be done to change info (his phone number wrongly listed), to send email to person who updates the page. Hadley's cell number also to be added. Passed unanimously.

Update on Water Division Project

Event planned next Tuesday at the fire station. Invites being sent out to guest list. Construction meeting occurred last week. VTrans was there coordinating with contractor about Route 62 paving and signalization project. One of the first parts of installation is drilling at intersection of 62. Equipment sitting near Dodge Farm Road. Impacts to traffic and home owners will be limited. Nelson asked how frequent the meetings would be, and they will occur approximately every two weeks. Received a letter from attorney for Berlin Health and Rehab, as they don't want to give easement for plan. New plan has been drawn for how to

access the spring near that building. A few options are given. There has been discussion about operator, and have heard Hedges has an operator and will talk to them. Would be helpful to have someone familiar with that system.

Personnel Policy Update

Received response from attorney about benefits for retired employee but more questions have come up regarding the topic. Nelson came up with wording to possibly resolve the issue. Added a small section under 306 (about scheduling time off with supervisor). Another small change under 502/ workman's compensation about reporting to supervisor about an injury the employee was not aware of at time of incident.

Request to Work in the Right of Way

Dubois construction wants to dig a trench and install a utility conduit on Crosstown Road. Haskin moved to approve the permit for digging in town right of way by Dubois Construction on Crosstown Road for the purpose of a trench for a utility conduit. Seconded by Towne. Passed unanimously. Request submitted by George, Virginia, Geoffrey, David Wilcox on West Hill Road who are having a subdivision and building a house. Driveway to be constructed to zoning standards. Haskin moved to approve application for George, Virginia, Geoffrey, and David Wilcox for digging within town right of way for purpose of driveway access to new house site on West Hill Road across from West Hill Saw House driveway east of West Hill Road. Seconded by Towne. Passed unanimously.

Carport

Police chief would like to have a carport for police vehicles. Wayne Lamberton has come up with plan of construction for car port that he would build with solar panels on top. Would build the car port in exchange for using the top for solar panels.

Town Administrator Report

Focus has been on water project.

Approval of Minute(s) of Previous Meeting(s)

April 6 and April 8 cannot be approved.

Haskin moved to approve minutes of the Monday March 30, 2015 special board meeting. Seconded by Towne. Passed unanimously.

Round Table

None.

Legal, Personnel and Contract (Executive Session Anticipated)

Moved by Towne to enter into executive session to discuss appointment of public employees pursuant to 1 V.S.A. § 313(a)(3). Second by Haskin.

For the Select Board:

Bethany A. Towne