



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

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

**Monday, April 21, 2014
6:30 PM**

Selectboard Members: Ture Nelson, Chair; Jeremy Hansen, Secretary; Brad Towne and Pete Kelley. Absence: Roberta Haskin, Vice Chair; Brad Towne. Others Present: Jeff Schulz, Town Administrator, Diane Isabelle Town Treasurer. All items are unanimous unless otherwise noted.

UNAPPROVED MINUTES

Call to Order

Meeting called to order by Chairman Ture Nelson. Towne and Haskin absent.

Public Comment

None

Treasurers Report

Provided reconciled bank statement for month of March along with adjusting entries. Provided a delinquent taxes report. Have received payment or contact from some with delinquent taxes, will continue to small claims court with those that have made no contact. Hansen asked about some accounts that seemed as though may be applicable in other accounts. Isabell mentioned that she would look into them.

Approval of Licenses, Permits, Vouchers and Applications

Hansen made a motion to approve licenses, permits, vouchers, and applications- adjusting entries 33-43, dated March 1-31, 2014, warrant 32 dated April 15 in the amount of \$5,747.47, manual adjustments made in the tax administration module for spending July 2013-March 2014, and warrant 21 dated April 23 in the amount of \$39,204.48. Seconded by Kelley.

Petition for Adoption of Rule Change, Posting of Town Land- Berlin Pond

Currently two petitions for changing the rules governing Berlin pond. One from city of Montpelier to limit petroleum products and shanties on the pond. Another that petitions for no activity on the pond. Pond use had been voted for and the town is working with Fish and Wildlife on an access point. Kelley made a motion to allow Bob Wernecke to draft a letter to be sent by the select board. Motion died for lack of second. Kelley moved to remove No Trespassing signs from Berlin town owned property. Motion died for lack of second.

Memorandum of Understanding Berlin Pond Access- VT Fish and Wildlife

Nelson expressed that he believed the memorandum was not yet ready to be signed. Discussion continued between the board and others present about the status of the memorandum. Kelley made a motion to table the topic. Seconded by Hansen.

Economic Development Committee Goals and Work Plan- Pat McDonald

McDonald mentioned the local options tax that was presented at town meeting. The committee agreed to take on the work involved in finding out how similar option taxes have affected other parts of Vermont. Mentioned that Rutland was adversely affected, planning to contact to find out details of what happened. Also mentioned the town's machinery and equipment tax, income figure was not known. If to do 1% option tax, would possibly be excessive. Discussed listing available properties on the town website, possibly find an intern to help with the website. Also on the list of goals was to establish a public water utility, under way. Improve town roads another on the list. Improve recreational facilities and programs, adjust zoning district boundaries to match business district, zoning incentives for housing in key areas, review ordinances affecting businesses to ensure consistency, strength and design standards, establish a business advisory committee, community events, focus on airport as key asset, and improve awareness of technical and financial assistance programs are also goals of the committee.

Fire Department Board of Directors Nominations

Changes made to by-laws a year ago adding two positions on the board of directors, one designated for a select board member. Hansen nominated himself for the select board position on the board of directors of the Berlin Fire Department. Seconded by Kelley. The other position remains open.

Computer Server Bids

Current server outdated and in need of an upgrade. Three bids received. Vermont Panurgy quoted the town at \$6,398.05 for Windows server 2012 plus a backup server and firewall. Ormsby's Computer Systems quoted \$13,846.78 for Windows server plus network firewall. RB Technologies quoted \$9,218 for a Linux system with firewalls and associated items. Hansen moved to table the topic until the next meeting. Seconded by Kelley. Hansen mentioned that the time would allow for thorough evaluation of what each of the bids is offering for services.

Status of Nelson Road (Town Highway #51)

Was tables at the last meeting, as the board requested a representative from the Agency to discuss the issue of the gated section of that road. Will be on the agenda of a future meeting when a representative is available to attend.

Community Solar and Wind- Requests For Proposals

Competitive grants through Vermont Public Service Department to non-profits and municipalities for renewable energy projects. Competitive grant with deadline in May. Possible exploration of opportunity on the land at the town offices. Adding solar at the property has the potential to reduce power costs monthly.

Water Supply Project

Summary of topics from Water Supply Committee meeting was provided to the board. Legal agreements were reviewed at last committee meeting. Youngstrom wanting bid to be put out in June but awaiting return of some agreements. Follow up letters let out to those who were undecided or had not returned contact.

Select Board Goals

Haskin had emailed her goals, which include: implement a purchase order system, implement a town financial policy, implement a process for select board to hold performance reviews on key employees, work with treasurer to review capital expenditures, to develop a plan where assets are replaced on rotating basis (including building reserve fund and planning for debt), work towards paperless office, scanning and filing

electronically, electronic mailing of property tax bills, way for tax payers to pay online, online bill paying by treasurer instead of write checks. General board goals will be typed up for next meeting.

Amusement Permit- National Walk at Lunch Day- BC/BS

Annual company-wide walk by Blue Cross Blue Shield. Seeking amusement permit to conduct walk. Seeking permit for April 30 for two hours. Down Industrial Lane to Comstock Road and back. Hansen moved to approve Amusement Permit for National Walk at Lunch Day for Blue Cross Blue Shield conditional on them providing name of insurance carrier, types and amounts of appropriate coverage. Seconded by Kelley.

Amusement Permit- Central Vermont Runners

Representative from Central Vermont Runners, Jeff Prescott, was present to give a summary of the three races they seek amusement permits for. Capital City Stampede on June 7. Montpelier bike path to Junction Road with turn around before Three Mile Bridge Road. Paul Mailman Ten-Miler on June 22 out and back on Junction Road and Three Mile Bridge Road. Berlin Pond Five-Miler on August 14. Track is around pond. Insurance certificate provided. Hansen moved to approve 3 amusement permits for Central Vermont Runners for Capital City Stampede on June 7, Berlin Pond Five-Miler on August 14, and Paul Mailman Ten-Miler on June 22. Seconded by Kelley.

Approval of Liquor Licenses

Hansen moved to adjourn regular Select Board meeting and reconvene as Liquor Control Board. Seconded by Kelley. Hansen moved to approve liquor license for The Steakhouse Restaurant on Barre-Montpelier Road. Seconded by Kelley. Hansen moved to approve liquor license for Twin City Lanes on Route 302. Seconded by Kelley. Hansen moved to adjourn Liquor Control Board and reconvene Select Board. Seconded by Kelley.

Approval of Mobile Licenses

Hansen moved to approve Mobile Home Park license for Weston's Mobile Home Park. Seconded by Kelley.

Town Administrator's Report

Schulz reported that draft bids had been written up for new truck and truck body. To replace an existing truck. Would ask that bids include price for purchasing the piece of old equipment. There are existing funds in capital budget, also \$40,000 in next year's budget. Would be seeking approval to go out on bid to replace the model year 2007 truck. Mentioned that it may be worth it to purchase an extended warrantee. Has also put together a bid for a wood chipper. Board previously discussed purchasing used instead of new. Potentially \$17,000 in the capital budget of this year. If thinking of purchasing new, the \$17,000 could be put towards financing. Nelson mentioned having an inspection of used chipper, needing to pass inspection by Tim. New chipper is in the mid-\$30,000s. Also wrote up bid for painting in the Town Offices building. Schulz mentioned the River Street sewer project. Believes that issue is beginning to get some resolution. City of Montpelier has to rebuild sewer line on River Street, Berlin to cost share into that project. Debate on how the costs would be shared. Town's costs have reduced after conversations with the city of Montpelier.

Town has applied for annual highway grant from Agency of Transportation. Grant is \$175,000 for paving and rebuilding roads. Has to be connector road to municipality. Applied for grant to repave remaining section of Paine Turnpike from treatment plan to Montpelier city line.

Letter of intent sent to state for hazard mitigation grant for flooded property on Route 12. Property was flooded out and need additional funds to lift building above base flood elevation. No cost to town.

Application due May 1.

Nelson asked about Muzzy Road buy out. Schulz reported that Halpert completed the title work, still doing additional research. Next step is sending out bid for building removal.

Middlesex electric was in to do necessary work to fire alarm. Received quote from them, talk to others and discussed with the fire chief. All were comfortable with the bid. Will cost about \$1,300 but bring building up to code.

Green Up Day is May 3. Town gets large dumpster to put by garage. Reimbursed by solid waste district. Bags are filled, left on side of road, collected, and then disposed of. Bags and fliers available at school and town offices.

New assessor has started. Put together workable plan for completion in a timely manner.

Letter drafted on behalf of DRV in regard to Weston's Mobile Home Park expansion. Weston's looking to add 45 lots. Project to be located in two zoning districts- commercial and highland conservation districts. Questions were raised as to whether ordinances would allow expansion in highlands conservation district. DRB did give initial read that the project could be located in both the intended districts with conditions.

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

Unable to approve minutes from March 20. Recording secretary still in process of completing last regular meeting minutes off of recorder as Orca was not at that meeting to take video.

Round Table

Hansen reported a letter received from a resident on Junction Road about the wear on the road. Suggested that the town consider digging up the road to re-lay the road, add fabric, and double check height on guard rails. Some discussion continued about possibility of paving, however cost and water on the road were brought up as concerns. Schulz mentioned RSMS, a road management program that looks at roads, their condition, and creates priority list. Discussion continued about location of that road making it wetter and more susceptible to wear.

Nelson mentioned that Select board minutes in vault not complete, and DRB minutes on website not updated.

Legal, Personnel and Contract (Executive Session Anticipated)

Hansen motioned to move into executive session for reason of legal, personnel and contract. Seconded by Kelley.

Motion by Hansen and seconded by Kelly to exit executive session and adjourn the meeting. Motion carried 3-0.

For the Select Board:

Bethany A. Towne