



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

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

**Monday, August 1, 2016
7:00 PM**

Selectboard Members: Ture Nelson, Chair; Jeremy Hansen, Vice Chair; Pete Kelley, Secretary; Brad Towne and Wayne Lamberton. 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. Lamberton absent.

Changes to Agenda

Hansen asked to add a topic on illegal signage.

Public Comment

None.

Fire Department- Presentation of FY '15 Audit

Chief Silk from the Fire Department was present as well as Jeanne Pratt, the Treasurer and Patty Ristau from Batchelder Associates of Barre who conducted the FY '15 audit. Copies of the audit, auditor recommendations and management's response were provided to the board. Patty Ristau reviewed the audit report and items that they reviewed. She reported that the department had minimal outstanding accounts payable as of June 30, 2015. There was no fix assets added within the fiscal year. Kelley asked what was learned from the audit. Jeanne Pratt who was not the treasurer in 2015 but worked with the auditors during the course of the audit was able to change the day to day procedures to reflect fire department records more accurately. The department has formed a finance committee that will oversee the work in the treasurer's office. The chief explained that updates to bookkeeping procedures were suggested and those changes have been implemented. There was discussion regarding how false alarms are being tracked and accounted for. Income from fines for false alarms are entered into a general revenue account. Nelson asked if the auditor reviewed the records to ensure that billings for funds due to the Fire Department have been properly done. The auditor said that the account received as of June 30th have been reviewed. Nelson asked when the review for FY '16 is scheduled. It is scheduled for October. Nelson asked that the Audit be provided to be included in the Town's Annual Report.

The Chief gave an update of trainings and work that the fire department has done recently.

Treasurers Report

Town Treasurer Isabelle reported that tax bills and sewer bills have been sent out. Credit cards are now able to be accepted. She gave an example of the process for paying with card.

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Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve payroll warrant number 17-02 for July 10, 2016 – July 23, 2016 in the amount of \$39,474.32. Also accounts payable warrant number 17g3 with checks 16330-16363 in the amount of \$58,582.10. Also accounts payable warrant number 17w3 with checks 10081-10084 for the water division in the amount of \$3,805.21. Seconded by Towne. Passed unanimously.

Chuck Storrow- Town Acceptance of Berlin Mall Road from Route 62

Storrow, the attorney representing the Berlin Mall, gave an overview of the history of the request for the town to take over part of Berlin Mall Road. It was discussed that the road will need to be brought up to standard before the town takes it over. The road is to be inspected by Tim Davis, the Highway Superintendent. A site visit will be conducted on August 16th at 6 p.m. with the Highway Superintendent.

Ambulance Contract

Hansen moved to accept the proposal from Barre Town EMS. Seconded by Kelley. Passed unanimously.

Building Security Bids- Police Department

The bids were reviewed. Hadley recommended accepting the bid from Round Hill. Hansen moved to accept the bid from Round Hill Security in the amount of \$5,607. Seconded by Kelley. Passed unanimously.

Drug and Alcohol Policy

There was clarification made that the policy for CDL drivers needs to be updated and personalized to Berlin.

Illegal Signage

Hansen discussed that anti local options tax signs were posted in the town and state right of way. The signs violate agency of transportation law as well as campaign finance law (due to lack of “paid for by” indication).

Town Administrator Report

Town Administrator Hadley gave updates on commissions and boards.

Results of the traffic study on Comstock Road are not yet available.

Hadley visited the Muzzy Road site and expressed disapproval due to the way it has been kept (areas overgrown) and because it is not yet finished.

The first meeting in September was moved to the 7th to avoid conflict with the Labor Day holiday.

Hadley heard from the state regarding the charter ballot. There was a comment on a law that the state changed.

Approval of Minutes of Previous Meeting- 7/06/2016

Hansen moved to approve the meeting minutes for Wednesday July 6, 2016 with previously noted corrections. Seconded by Towne. Passed 3-0 with 1 abstained.

Round Table

Kelley discussed an event being held by Vermont Aviation for their 80th anniversary September 24. They have invited the town to participate.

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Nelson gave details from a conversation with the town clerk about having a candidates' forum in town. Plans are in the works for a late September/early October event.

Executive Session

None.

Towne moved to adjourn. Seconded by Kelley. Passed unanimously.

For the Select Board:

Bethany A. Towne