



**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**

**Monday, August 7, 2017**

**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 Tim Davis, Road Superintendent. All items are unanimous unless otherwise noted.

**UNAPPROVED MINUTES**

7:00 p.m.

Call to Order

Meeting called to order by Chair Nelson.

Changes to Agenda

The Executive Session scheduled for 6:30 p.m. was cancelled.

The agenda item for discussion of the part time police officer pay rates was removed.

Public Comment

None.

Ted Nelson-Vermont Appraisal Company

The Board met with Ted Nelson and Sandra Ross from the Vermont Appraisal Company. Ted Nelson expressed his concern regarding the error that occurred while completing the grand list. He reviewed with the Board three errors that occurred. Two of the errors were mistakes in over assessment and one was the calculation of a tax stabilization agreement. They provided the Board a list for errors and omissions for review. Sandra Ross reviewed the errors with the Board to explain how they occurred. She provided documentation to the Board. The most serious error involved a double assessment for Green Mountain Power Company's transmission lines. Ture Nelson asked the assessors to provide the Board with a list of changes in assessments over the past three years.

Loan Documents for New Highway Truck

Towne made a motion to negotiate the loan documents for the new highway truck with Community Bank, N.A.. Second Hansen.

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The Board signed the loan documents.

### Treasurers Report

The treasurer reported that the tax sale that was scheduled did not take place as the taxpayer was able to redeem the property. She noted that the Town is only entitled to a portion of the total legal fees. The first installment of tax bills are due on August 15<sup>th</sup>. The Board of Abatement is scheduled to meet on August 16<sup>th</sup> at six p.m.

### Discussion/decision Black Road

The Board continued discussion on Black Road. He stated that the Town is not in any way giving up any interest in its right of way for a 2 rod road. He reviewed a plan to issue a permit for a 12 ft. road. All maintenance would take place within the 12 ft. width. Mowing would be the responsibility of each individual property owner. Josh Walker read a statement that that gave a history of the road maintenance. He said he needs a permit for a 1 rod road. Dave Daut asked about determining where the center of the road is. Without engaging the services of a surveyor the permit will be based on the existing travel portion of the road. The Chair directed the Town Administrator to send each party a template of the proposed permit in order for them to insert their input and return to the Board by August 18<sup>th</sup>. This will be on the agenda for the Selectboard of August 21<sup>st</sup>.

### Highway Superintendent Road Concerns

Tim Davis, highway superintendent advised the Board that the town can have the road grindings from a project they are doing on Route 64. The town will have to go to the construction site and haul it directly from there. This would entail our trucks going into Williamstown to pick up the product and is estimated 8 to 10 truckloads. The Board gave consensus for town staff to go to Williamstown to pick up the product.

Tim discussed a problem with drainage on Bennington Drive. The problem exacerbated by the lack of driveway culverts forces water into the road causing damage. Selectboard member Lamberton said that the town is not going to install driveway culverts as a matter of course, however these driveways were there prior to the requirement for all new driveways to have culverts if needed. This is a continuing problem with the road and the board directed the highway superintendent to install driveway culverts to take care of this issue to avoid expense in the future.

### Traffic and Vehicle Ordinance

The Town Administrator reviewed with the Board suggested changes to the traffic and vehicle ordinance. The suggested changes include listing and updating civil fines, clarification of parking on Lover's Lane and a stop sign at Caledonia Drive entering Hersey Road.

### Transitional Return to Work Program

This policy will formalize assignment of "light duty" to employees who have suffered an injury or other situation that would prevent them from performing in their normal capacity. This is will be a benefit to both the employee and to the Town. Board members suggested there be some wording changes that will allow further flexibility.

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### Planning Board Appointment

The Town Administrator advised that Shane Mispel has expressed an interest to serve on the Planning Commission. This would be for the position vacated by Sally Herring who is moving out of town. He will post the opening in order to allow other interested parties a chance to apply.

### Health Officer Reappointment

Motion Lamberton/Hansen to reappoint Tom Badowski as health officer.

### Approval of Selectboard Minutes

Motion by Hansen/Lamberton to approve the minutes of July 6<sup>th</sup> with noted change. Selectboard Member Towne abstained.

Motion by Hansen/Lamberton to approve the minutes of July 17<sup>th</sup>. Selectboard Member Kelley abstained.

Motion by Towne/Kelley to approve the minutes of July 20<sup>th</sup>. Selectboard Members Nelson and Hansen abstained.

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

Hansen/Lamberton moved to approve general fund accounts payable warrant number 18G03 with checks 17336 to 17396 in the amount of \$65,154.78. Also payroll warrant number 18-02 for payroll from July 9, 2017 to July 22, 2017 in the amount of \$39,388.65. Also payroll warrant 18-03 for payroll from July 23, 2017 to August 5, 2017 in the amount of \$37,922.13

### Town Administrator Report

Hadley reported that he has had a conversation with the attorney for Berlin Mall regarding changing the designation of route 62. He advised the board that Mr. Storrow will be attending a meeting in the future.

### Round Table

The Board discussed recent issues with the Town's email server as some Board members had not received the email with the agenda and meeting materials.

Motion Hansen/Towne to adjourn the Selectboard meeting and convene the Liquor Commission.

### Liquor Control Board

The Board reviewed the application for a catering license from Alley Cat of Barre for a party at the Capital Grange.

Motion: Hansen/Lamberton to approve the catering application from Alley Cat of Barre for the party at Capital Grange being held on September 23<sup>rd</sup>.

Motion: Hansen/Lamberton to adjourn the Liquor Control Board and reconvene the Selectboard.

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Adjournment

Motion: Hansen/Kelley to adjourn

Addendum to Minutes

An addendum to these minutes regarding comments by a resident regarding discussion at a Selectboard meeting.

For the Select Board:

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Dana I. Hadley