



**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 17, 2015  
6:30 PM**

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

**APPROVED MINUTES**

Call to Order

Meeting called to order by Chair Nelson. Towne absent.

Changes to Agenda

Town Administrator Hadley added to the agenda a request from the recreation board to withdraw from a recreation savings account. Topic was added after the Treasurer's report.

Public Comment

None.

Treasurers Report

Provided trial balance for July and budget status report. Informed the board that the auditor has been in the office, that field work for the audit is complete, and auditor will be back to discuss adjustment and depreciation entries. Another auditor will be completing single audit on grants in a single day. Audit should be completed by the end of the week. Check on 20<sup>th</sup> was written to LaRoche Towing and was addressed to the Vermont State Police for a vehicle that was towed to the town offices. Hadley contacted LaRoche and asked that the bill be made to the town for auditing purposes. Hansen moved to approve check number 15348 dated July 20, 2015 to LaRoche Towing and Recovery. Seconded by Kelley. Passed unanimously.

Recreation Board

Received a request from a parent working on the Little League Baseball program about building a baseball field at the Berlin Elementary School. The current field at the school is being moved for safety. \$962.40 for the project. Town Treasurer will investigate source of finances in the fund to be sure that the money can be used.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve payroll warrant 16-4 for July 26, 2015- August 8, 2015, payable August 12, 2015 in the amount of \$38,525.83. Accounts payable warrant number 16g3 with check 15405 in the amount of \$10,768.97. Also accounts payable warrant number 16g4 with check 15407 in the amount of \$33,294.24.

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Accounts payable warrant number 16g5 with checks 15408-15450 in the amount of \$26,907.63. Also accounts payable warrant number 16w2 with checks 10013-10014 in the amount of \$701,735.31. The July journal entries and no tax administration adjustments, and the reconciled July bank statement. Seconded by Haskin. Passed unanimously.

### Clarification Of Minutes From July 6, 2015 Regarding the Treasurer's Report

Auditor would prefer that on the topic of money being transferred into reserve funds that instead of stating 'at the beginning of FY '16', the minutes read 'at the end of FY '15'. Hansen moved to make the stated changes to the July 6, 2015 Berlin Selectboard minutes. Seconded by Kelley. Passed unanimously.

### Guard Rail Repair- Replacement Bid Opening

Lafayette Highway Specialties of Essex Junction, Vermont. Bid for guard rail replacement and repair on Junction Road is \$7,610 for replacement of 708 linear feet with used steel beam guard rail with 6' posts. Also a bid for a 75 linear foot section of Paine Turnpike North, \$1,315 for replacement with used steel beam guard rail and 6' post. Separately, a bid for a 27 linear foot section on Paine Turnpike North, \$675 for replacement with used steel beam guard rail and 6' posts. Some discussion continued about needing 8' posts instead of 6' on Junction Road, which is to be confirmed with highway foreman. Hansen moved to approve the bid from Lafayette Highway Specialties of Essex Junction, Vermont for a 75 linear foot section on Paine Turnpike North at \$1,315 and a 27 linear foot section on Paine Turnpike North at \$675. Seconded by Kelley. Passed unanimously.

### Bid Proposal Received for Muzzy Road with sketch- Lot Development Concept

Asked for a sketch of the proposal received at the previous meeting, sketch was received. There was discussion about making a simple plan for the lot, possibly under direction of the recreation board as only one bid was received so only a single concept of use for the lot. The grant does call for a professional landscaper to be involved in the project to use those funds. Hansen moved to accept the bid from Creative Landscaping of Jericho Vermont in the amount of \$33,000 for design and installation of Muzzy Road Park. Seconded by Haskin. Passed unanimously.

### Medical Card Policy for Commercial Drivers

Tabled to next meeting.

### Letter of Support for Motion to Alter a condition in the Act 250 permit for Berlin Mall

Board has been asked by attorney for the mall to send a letter of support to have the commission disregard condition 14 which states that storm water from the project must be treated at minimum in accordance with current regulations, but the mall has a storm water plan that was approved in 2010 and includes that site. Hansen asked if it may be best to send the request to the town attorney to ensure that what is being asked is in the best interest of the town and expressed that he was not comfortable signing a letter written by an attorney other than the town's. Hansen moved to not sign the letter of support for motion to alter a condition in the Act 250 permit for Berlin mall. Nelson asked Hadley to see if Mr. Storrow could attend a Wednesday night meeting. Motion died for lack of a second.

### Correspondence Received from the Grange Regarding Property Tax Status

Tim Swartz was present on behalf of the Grange. Mentioned a meeting from February and a suggestion from the board to put together a proposal to make a more permanent tax change. Les Skinner (grange treasurer), Merrie Shernock (rental agent and on executive committee of grange), Patty Giavara (Chair of Friends of the Capital City Grange, a 501c3) also present. Shernock provided a list of groups and people that have used the grange and an explanation of finances. Nelson explained that the board could not make a decision about exemption of taxes, but that it would be subject to a town-wide vote, such as at town

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meeting. It was suggested that the grange pursue a petition. Discussion continued comparing the tax rate on Capital City Grange to other granges around the state, several of which are tax exempt and others of which pay reduced taxes.

### Discussion Regarding Inter-Fund Loan from Town to Water Division

Discussion about how much the water division owes the town. Currently owed is \$143,733.06. Hadley explained that a repayment plan could be put into place. Nelson asked if this money could be drawn from the grant/loan. That question has been sent to the town attorney. Nelson expressed that the costs seem to be increasing more than expected. Hansen suggested a low interest loan so that the water division would pay back the town plus some. Hadley to have financial details for the board at next meeting.

### Town Administrator Report

Two crews are working on the water project this week. Project running smoothly. Comstock Road plans being finalized as well as easement for Hedges.

Received an update for Week of August 17 from VTrans on road work.

Met with two owners on Belknap Road about gate, which they would like to have stay. If it does stay and the board approves it, the gate cannot be locked according to the state. The road is class 4 where the gate is. No DRB meetings this month, but there will be a public hearing in September/October.

Nelson asked about East Road trucking issue. Hadley replied that the excessive truck traffic there has ceased.

Meeting scheduled for August 19 with topics of Berlin Mall and guard rails. Time to be posted promptly.

Next regular meeting Wednesday, September 9.

### Approval of Minute(s) of Previous Meeting(s)- 8/3/2015

Hansen moved to approve the Monday, August 3, 2015 selectboard meeting minutes as presented with noted changes. Seconded by Haskin. Passed unanimously.

### Round Table

Kelley talked about driving through Stowe and seeing "Share the Road" signs and asked why those signs are seldom seen in this area. Brief discussion about the signage.

### Executive Session- Legal, Personnel, and Contract

Hansen moved to enter executive session to discuss a personnel issue about a performance evaluation. Seconded by Kelley. Passed unanimously.

For the Select Board:

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Bethany A. Towne