



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

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

**Monday, December 1, 2014
6:30 PM**

Selectboard Members: Ture Nelson, Chair; Roberta Haskin, Vice Chair; Jeremy Hansen, 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 Vice Chair Haskin. Chair Nelson absent.

Changes to Agenda

Hadley asked to add a request for private road name. Haskin moved approval of licenses, permits, vouchers, and applications moved earlier and the library moved up as well. Private road to be added before town administrator report.

Public Comment

None.

Approval of Licenses, Permits, Vouchers and Applications

Hansen moved to approve payroll warrant number 12 in the amount of \$42,465.16 for the November 16- November 29, 2014 payroll to be paid on December 3, 2014. Accounts payable warrant number 17, to cover checks 14727-14728 in the amount of \$10,229. Accounts payable warrant 18, checks 14729-14761 in the amount of \$21,326.36. Check number 14750 in the amount of \$3,750 to Otter Creek Engineering for the bid phase of the water project, to be accounted for that as part of the water project. Seconded by Kelley. Passed unanimously.

Tom McKone- Kellogg Hubbard Library

Tom McKone, director of the library, present to discuss. The library is a non-profit (not a city library) and independent. Currently receive about 48% of revenue from local communities. Berlin is second largest town in service area, asking that Berlin contribute 3.2% of cost for running the library. \$876,000 is current budget. \$353,000 is the figure they are raising from municipal support. Asking that Berlin contribute \$28,271. Considerably more than Berlin has contributed in the past. Funding formula recently changed from user basis to a per capita basis. Second largest library in state. Provided price comparisons of population served and price in other towns of similar size for comparison. McKone mentioned he believes the amount being requested is reasonable in comparison. Funds raised from individual library cards are not significant enough to support the library.

Ted Nelson- Vermont Appraisal Company

Present to talk about extending contract and answer any questions that the board may have. Mentioned that work started late and there was a lot to do in work that carried over from before they had started. Proposing a 12 month agreement to extend current contract to do 2015 and 2016 grand list. Kelley asked if bringing water to the town adds value from the perspective of an appraiser. Answer was that it depends on the water they had beforehand. Will not be stating with a delay this year so expects to be timely. Haskin asked about re-appraisal since the last was in 2007. Answer was to delay as long as the town can. Better addressed when it has to be. Kelley moved to accept the agreement as presented to extend the contract for a year with the Vermont Appraisal Company. Towne asked what the extension would cost. Answer was that it would be similar to cost for next year, less than \$1700 per month. Passed unanimously.

Treasurers Report

Auditor to be in tomorrow, possible first draft after that. Have signed up and paid for Carbonite to get information on the cloud. Has reviewed concerns received by Rob Halpert about credit card company information. Looking into another company as well to compare contracts. Haskin asked if Isabelle will update budget report, which she will.

RHTL Partners- Capital City GMC- Curb Cut Permit- Goodnow Road

A consultant for RHTL partners was in to outline the facility to store cars on Marvin Road. There were concerns about a driveway. Tom and Jeff met to clear up issues. Explained plan with assistance of a map for visual. It is a grass lot on which cars will be kept. Has been surveyed and other requirements complete for Act 250. Approval from Act 250 valid until April 1. Asking for access from road, would not include construction. Tim Davis has signed off on approval. Kelley made a motion to allow RHTL partners to work in the right of way as proposed. Seconded by Towne. Passed unanimously.

Bid for Town Report Printing

Hadley sent out bid, wanted board to be aware that the bids would be expected for meeting on the 15th. Does not seem to be many changes from last year. Hadley mentioned adding it to the web page so people could access it that way.

Naming of A Private Road

Used to be a driveway off Muzzy Road. Three houses currently on driveway, with fourth house proposed. Only supposed to be two houses on a driveway (for 911). Have asked it be named Burelli¹ Drive. Named after a farm that owns land around the area. Kelley made a motion that the board allow Peter Burmeister² to name the private road (off of Muzzy Road) Borelli Farm Drive contingent upon all town regulations. Seconded by Towne. Passed unanimously.

Town Administrator Report

Received planning grant from Vermont Housing and Community Development to be used to rewrite subdivision regulations which haven't been rewritten since 1989. Grant of \$12,500 with \$1,500 match. Can start drawing on the grant immediately.

Received a letter from VTrans about speed limit request on Route 2. Request was for speed reduction on section of Route 2 from 50 to 40 mph. Request was denied.

Made board aware of Washington County pre-budget meeting on Monday, December 15 at 3pm at their office in Montpelier.

¹ Spelling corrected from Unapproved Minutes

² Spelling corrected from Unapproved Minutes

Received email from Pat McDonald that the business meeting to get input on Route 302 has been scheduled for Wednesday, December 10 at 8:30 at the Central Vermont Chamber of Commerce. George Malek³ from Chamber of Commerce has provided the room and offered to share cost of continental breakfast at meeting. Kelley asked about what the intent of the meeting is. Hadley explained that it would be mostly informative with question and answer session. Haskin mentioned there is a reserve fund for Economic Development Committee. Kelley made a motion to support half of the coffee and Danish for the meeting on December 10 at the Central Vermont Chamber of Commerce. Seconded by Towne. Passed unanimously. Economic Development Committee planning to meet December 17 at 5:30 at the town offices. They will have guest speaker, Jeff Dooley from Vermont Department of Taxes, to answer questions about Local Options Tax. Hadley will make sure they warn about the meeting. Haskin mentioned holiday luncheon. Historically it has been donated by a local business. Hadley will ask if December 18 will work for most people.

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

Will have to wait, Towne was absent on 17th so unable to approve. Corrections to be made to November 24 meeting.

Round Table

Haskin praised the road crew on their hard work. Hadley mentioned there has been issues with new truck. It was supposed to be ready for December 6, but the truck will not be ready. Haskin asked about an estimated date, none was provided. Towne asked if there was a vehicle that could be loaned to the town, and there is not. The company outfitting the plow equipment, Tenco also has a contract for VTrans and there is a backlog. Clark has offered to buy back and sell an outfitted truck, but Tim feels plow is not as good. Towne suggested comparing prices on that option, retrofit plow. Hadley will ask about that option and get specifics about differences.

Legal, Personnel and Contract (Executive Session Anticipated)

Towne moved to enter into executive session for personnel, no outcome expected. Seconded by Kelley. Passed unanimously.

For the Select Board:

Bethany A. Towne

³ Spelling corrected from Unapproved Minutes