



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

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

**Monday, December 4, 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. All items are unanimous unless otherwise noted.

APPROVED MINUTES

Call to Order

Meeting called to order by Chair Nelson.

Changes to Agenda

Town Administrator Hadley added two items for the liquor board; one a liquor license and the other a catering license. Hadley asked to remove the vehicle ordinance topic because the signatures are already on file for that document.

Public Comment

Bruce Westcott, the Executive Director of Central Vermont Solid Waste District came to this meeting to introduce himself to the Board as he did not attend the previous meeting.

Treasurers Report

Town Treasurer Isabelle advised the Board that she is researching reserve funds that are on the town's books. Some of the funds have been on the books for a number of years and many do not have large balances. She will research town records to determine the purpose that the funds were established and report to the Board. The reserve funds are not all held in the same manner, some are in sub-accounts and others just a part of the General Fund, her goal is to have all the reserve funds held in the same way.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve accounts payable warrant number 18g11 with checks 17672-17696 in the amount of \$72,324.20. Also payroll warrant number 18-10 for payroll from November 12, 2017 – November 25, 2017 in the amount of \$45,046.85. Seconded by Lamberton. Passed unanimously

Joe Staab – Fire Department Budget

Staab distributed copies of the fire department budget to members of the board. Staab reviewed the changes from last year's budget. The increase is \$7,160 with \$3-4,000 of that being dispatch cost. This is because of a change in grant money. There were no major issues with the budget. Kelley asked what calls are charged for when the fire department is requested on scene. Staab explained that hazmat calls and car fires are

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charged, but not house fires as they are already taxpayers. Hansen discussed some things that had come up including a dry hydrant that will need to be moved in the next year or so because of the expected culvert work on Mirror Lake Road. Also discussed was the prospect of using the Riverton station in other ways by the town.

Approval of Final Audit

Hadley explained the final audit contains a note about tax exempt properties and of those properties which ones participate in a "Pilot" program. The auditor offered come talk to the board, since there were no significant findings she is not required by law. The general consensus was that there is not a need. The board is going to look over the audit and approve at a future meeting.

Planning Commission Consultant

Hadley followed up on the last meeting's discussion regarding the need of a consultant to assist with an updated town plan. Hadley advised that there are funds in a reserve account that were set aside for planning a town center. There was a task force to for a downtown study that had a budget. They did not expend all the funds and remaining funds were put in reserve in the amount of \$3,000. There is another reserve account that was reserved at the request of the Planning Commission with \$1,100. The total of \$4,100 is almost offset the consultant fee of \$4,500. The difference can be funded by the current operating budget. Lamberton moved to take the committed fund balance of \$3,000 that is committed for the task force along with the \$1,100 committed for planning and use the funds to hire a consultant to help with completion of the town plan. Seconded by Hansen. Passed unanimously.

Insurance Proposals

Two bids received. One from Dennis, Ricker, & Brown for \$117,530 for the annual cost. The other from the Vermont League of Cities and Towns for \$144,457. Representatives from both were present. The differences were in workers compensation and the law enforcement liability. Brian Aitchison from Dennis, Ricker, & Brown explained the experience modifier "mod" piece as it relates to worker's compensation insurance. He explained that there is a system of levels and when above a level, premiums are more and below the level there are credits. The town is 26% higher in claims than other similar customers. He continued a general discussion of insurance, giving some input from his 30-year background in the insurance business. He focused on coverage, claims, customer service, and cost. Fred Satink from the Vermont League of Cities and Towns gave a response and explained some differences in the coverage, including a higher deductible from the policy proposed by Dennis, Ricker, & Brown. He explained other benefits from a policy with the League. A rebuttal was given by Brian in response to points raised by Fred. Hansen moved to accept the bid from the Vermont League of Cities and Towns in the amount of \$144,457. Seconded by Towne. Discussion ensued. Hansen explained that he feels the service from the League has been good. Lamberton raised the point that it was put out to bid and there is a substantial difference in the price after putting out the rfp so the most cost-effective option should be pursued. Motion passed 4-1.

Assessor Oversight Policy

Chair Nelson discussed that he does not have anything on paper yet but discussed two provisions. One is changes in valuation above certain thresholds will trigger additional review. The second would be that an itemized listing of changes made would be provided with explanation.

Central Vermont Internet Communications Union District

Hansen asked the board to put an item on the town meeting ballot to approve creation of this district. It would operate much like a sewer commission but would provide internet. It is prohibited by statute from using any tax money. The town is not responsible should something go wrong, it is only allowing the organizational structure to be created. Each town will be allowed one representative and one alternate. EC

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Fiber is a similar district just south of Berlin serving around 20 towns. They are being served with high speed internet at low prices. Hansen moved to add the following article to the 2018 town meeting ballot:

“Shall the town of Berlin enter into a communications district unit to be known as Central Vermont Internet under the provisions of 30 VSA Chapter 82? Seconded by Towne. Passed unanimously.

Bids for Town Report

Three bids were received for the town report.
Select Print Solutions: Cost to print is \$2,555.
Jet Service Envelope: \$2,427.
L. Brown and Sons: \$2,556.

Lamberton moved to accept the bid from Jet Service Envelope. Seconded by Towne. Passed unanimously.

Traffic and Vehicle Ordinance- Signatures for Amended Ordinance

Removed from the agenda.

Approval of Previous Meeting Minutes- 10/16/2017 & 11/20/17

Lamberton moved to approve the October 16 meeting minutes as printed. Seconded by Hansen. Passed 3-0
Nelson and Kelley abstained as they did not attend that meeting.

Lamberton moved to accept with noted changes the minutes from November 20. Seconded by Towne.

Passed 4-0 with Hansen abstaining as he did not attend that meeting.

Town Administrator Report

Town Administrator Hadley reported that the property owner at 1284 US 302 has agreed to work with the Regional Planning and their consultant on the storm water project. They will be the 5th property to receive the 80% grant for the design of a stormwater management plan.

Hadley announced a meeting addressing the park and ride at exit 7 to be on December 12th at Central Vermont Medical Center-Conference room 3.

The town has been approached to allow a BMX track to be built on town land. The town does have property under the jurisdiction of the Conservation Commission but does not have land that is suitable.

Round Table

Nelson shared an announcement of invitation to a welcome reception for the new president of the Central Vermont Medical Center.

Nelson received an email from Tom Lauzon about the swimming pool situation in Barre because significant refurbishment is needed.

Hansen discussed the new dog park being built in Barre Town and his impression is that they are okay with those in the surrounding area using the park.

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Liquor Control Board

Hansen moved to recess the selectboard and to convene the liquor control board. Seconded by Kelley.

Passed unanimously.

An application for a liquor license for both first and second class for Foy Enterprises, LLC doing business as Dog River Brewing. It will be at 1400 US Route 302. It will be 3000 square feet for brewing and serving of malt beverages. It has gone through zoning and all other considerations.

Lamberton moved to approve. Seconded by Towne. Passed unanimously.

The next application was for a catering license for Owen and Company doing business as the Craftsbury General Store for a farmers' banquet on climate change December 10 at the Capital City Grange Hall.

Hansen moved to approve the Owen and Company request. Seconded by Towne. Passed unanimously.

Hansen moved to exit liquor control board and reconvene the selectboard. Seconded by Kelley. Passed unanimously.

Hansen moved to adjourn. Seconded by Lamberton. Passed unanimously.

For the Select Board:

Bethany A. Towne