



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

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

**Thursday, December 5, 2019
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Jeremy Hansen, Vice Chair; Angelina Capron, Secretary; Flo Smith and Justin Lawrence. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

APPROVED MINUTES

Call Meeting to Order

Chair Towne called the meeting to order. Lawrence absent.

Changes to Agenda

Town Administrator Hadley asked to add an item to discuss the job description for the proposed position provided by Karla Nuissl and Phil Gentile.

Public Comment

None.

Treasurer's Report

Tax Sale Scheduled 12/12

The property going to sale is located at 982 Paine Turnpike South. Hadley provided a brief background on the property which is in poor condition. Taxes owed are \$8,600 and the annual taxes are around \$1,500. General consensus was for the town not to bid on this property.

Loan Documents for Highway Truck

The loan is from Community National Bank at a rate of 2.05% in the amount of \$150,000 for a period of 5 years. Hansen moved to approve the highway equipment note, the non-arbitrage agreement and the Town of Berlin Resolution for highway equipment borrowing, as presented. Seconded by Smith. Passed unanimously.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 20g10 with checks 19779-19822 in the amount of \$149,376.04; also, payroll warrant number 20-11 for payroll from November 10, 2019- November 23, 2019 in the amount of \$44,097.47. Seconded by Smith. Passed unanimously.

Budget – Fire Department

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Members of the Fire Department presented the proposed budget. The expenditure changed this year by \$20,800. The board reviewed the differences in budgetary needs with the Fire Department. There is a \$10,000 stipend increase for compensating members. The compensation amount had not changed since 2001 and was overdue for an increase. The compensation, in the past, has been as low as \$1.17 per point with a point being 2 hours of the fire fighter's time. The training budget increased to accommodate the interest in EMT training. The Department members continued reviewing the budget with the Board. Hadley asked how the audit is going. The Department explained that the auditor is not counting all hours but is only including service hours (and excluding volunteer hours), which is a point of contention between the Department and auditor. The Department will be asking the town for \$308,818 in the warned articles. The Board and Department briefly touched on charging for services like false alarms. That will be in a separate ordinance that is currently in progress. There was mention of adding a position to the department for an administrator, even if part time, because of the volume of extra work that goes unfinished.

Proposed Job Description – Karla Nuissl & Phil Gentile

Nuissl announced that the Planning Commission received the grant they applied for. The grant is conditioned on revising the work plan. Nuissl then discussed the proposed job description for a staff member to work on the town center designation as a project coordinator. Nuissl mentioned that the job description may focus too much on the town center designation since this person could be valuable as a project coordinator for other areas of the town also. Gentile discussed the potential for a support person to assist the Conservation Commission in moving forward with projects. Smith suggested adding a social media presence to gain interest in the various commissions and committees and as a way to get the word out about opportunities or events.

Bid Opening for 2019 Town Report Printing

Select Solutions – \$1,873.00

Jet Service – \$2,199.00

RePro - \$1,590.00 (2-year contract = \$1,520 for each year)

RC Bradshaw & Co. - \$1,971.00

Hansen moved to accept the bid from RePro of Winooski for 2 years at the cost of \$1,530 per year. Seconded by Smith. Passed unanimously.

Appointment of Ture Nelson – Alternate Member of DRB

Hansen moved to appoint Ture Nelson to the position of alternate for the DRB. Seconded by Smith. Passed unanimously.

Proposal for Cemetery Survey

A landowner off Junction Road is willing to give a piece of property to the town to square out the boundaries of the cemetery. A survey must be completed, the estimate is \$3,050. The acreage is small and will be determined upon survey. Hansen moved to put the survey mapping for the potential boundary line adjustment to bid. Seconded by Smith. Towne also asked that an inquiry be made regarding whether a wastewater permit is needed. Passed unanimously.

Updated Municipal Sewer Ordinance

Hadley provided the ordinance. It has been approved by the town attorney and the Public Works Board. It will be on the agenda in January.

Approval of Selectboard Minutes – 11/21/2019 & 11/26/2019

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Hansen moved to approve the minutes of the Thursday, November 21, 2019 and Tuesday, November 26, 2019 minutes as presented. Seconded by Smith. Passed 3-0 with 1 abstained.

Hadley mentioned a question proposed by the Recording secretary regarding Robert's Rules and whether the Chair is a voting member. The board agreed that, for their purposes, the Chair will be counted as voting with the majority unless the Chair states otherwise.

Town Administrator Report

Hadley followed up on the municipal ticketing ordinance discussion from the last meeting. Several ordinances will be amended through the process. The outcome will give the town the legal right to ticket and will designate who can ticket for these violations as it can be someone other than members of the police department.

Roundtable

None.

Executive Session

None.

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

For the Select Board:

Bethany A. Towne