



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

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

**Monday, December 18, 2017
7:00 PM**

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

APPROVED MINUTES

Call to Order

Chair Nelson called the meeting to order. Lambertson and Hansen were absent.

Changes to Agenda

Assessing oversight policy topic removed from the agenda.

Public Comment

Brian Aitchison from Dennis, Ricker & Brown was present to ask why a request was denied for reconsideration of the RFP process. Nelson explained that each board member has a reason for voting the way that they did. He explained some possible reasons for the vote. There was a rebuttal to the comments from the board with an explanation of items in the policy and things that were said at the last meeting that were potentially misleading in the vote.

Treasurers Report

Treasurer Isabelle gave members of the board the November budget status report, trial balance and the delinquent tax report. Final payroll for the calendar year will be completed Friday with W-2s to follow.

Approval of Licenses, Permits, Vouchers, and Applications

Kelley moved to accept the general fund accounts payable warrant number 18g12 with checks 17697 – 17737 in the amount of \$105,185.18. Payroll warrant number 18-12 for payroll from November 26, 2017 – December 8, 2017 in the amount of \$44,007.75. November 2017 bank statement for the general fund, sewer commission, and water divisions and November general journal entries. Seconded by Towne. Passed unanimously.

JC Earle- Appointment to Conservation Commission

The Board met with JC Earle who has an interest to be appointed to the Conservation Commission. He is a recent resident of Darling Road. He grew up in Vermont, went to college for film and photography. He then spent 13 years in Los Angeles and decided that he did not want to stay there and has been interested in

Selectboard Minutes

December 18, 2017

Page 2 of 3

town's work on conservation and planning for the future. Towne moved to appoint JC Earle to the conservation commission. Seconded by Kelley. Passed unanimously.

Jaime Stewart – Central Vermont Economic Development Council

Stewart discussed a report that he sent to Hadley. He has been on the job 18 months with the first year spent becoming familiar with the business community. At this point he is engaging with the towns. He has found from talking to businesses that there is concern to find qualified people for the workforce. There are programs being put together to reach out to schools and give resources to the incumbent workforce. He explained that there are many upcoming opportunities for entry level worker to be trained for the future as the business world goes through a generational shift. Another topic that has been brought up in discussions with businesses is the lack of commercial space. Both the limited size of spaces available and cost to build. There was discussion of the processes gone through to acquire permits and permitting in general. Stewart then talked generally about the business climate and strategies to grow businesses in the area.

Acceptance of FY '17 Audit

Hadley asked if there were any questions and for acceptance of the audit. Towne moved to accept the FY '17 audit. Seconded by Kelley. Passed unanimously.

Building Reserves

Isabelle reviewed the origins of reserve accounts previously discussed. She found that the building maintenance reserve started in 2005 and was started for FY 04,05 & 06 and as a reserve for future years. The last time money was added was June 2015 but it has not been touched since and the money is available for building maintenance. The balance is \$7,025.25. The bond building renovation at one time had its own fund, but upon completion the money was transferred to a reserve account held within the general fund with a balance of \$5,974.41.

Forgiveness for Balances Under \$5

Isabelle explained that there are six accounts under \$5.00 with a total of \$7.38. Kelley moved to forgive the balances under \$5. Seconded by Towne. Passed unanimously.

Town Administrator Report

Hadley reminded the board of the upcoming holiday party.

The next meeting is scheduled for January 1, new years day, so he proposed rescheduling for Thursday the 4th.

The 2017 equalization study was received. It showed the common level of appraisal at 102.45 and the coefficient of dispersion at 17.98. There will be more discussion at a future meeting.

Selectboard Minutes

December 18, 2017

Page 3 of 3

Round Table

Nelson discussed a training that he and Hadley attended about town roads. There is a new municipal road general permit that the state is imposing on municipalities. It will cost about \$2,000 each year. A corrosion study and outfall study must be completed by 2021. Roads are looked at in segments of 100 yards and each is reviewed and found to meet, partially meet, or not meet requirements. There is a chance for grants which will become available next fall. The funding would be available in the spring of 2019 at the earliest. Kelley asked if it can be brought into compliance by the town's own highway department. The answer given is that it depends on the project.

Towne moved to adjourn. Seconded by Kelley. Passed unanimously.

For the Select Board:

Bethany A. Towne