



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

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

**Thursday, December 19, 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. Capron absent at the start of the meeting.

Changes to Agenda

None.

Public Comment

None.

Treasurer's Report

Town Treasurer Isabelle reported that the tax sale scheduled for the past Thursday did not occur as the owners paid in time. Isabelle provided the board the November budget status report, trial balance, and delinquent tax notice.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 20g11 with checks 19823-19860 in the amount of \$35,539.33; also general fund accounts payable warrant number NSB20-20ACH in the amount of \$5,970.53 for the payment for the 2015 truck; also payroll warrant number 20-12 for payroll from November 24, 2019 – December 7, 2019 in the amount of \$53,076..35; also November reconciled bank statements for the general fund, sewer commission, and water division; also the November general journal entries and tax admin adjustments. Seconded by Smith. Passed unanimously.

Clarissa Holmes – Vermont Appraisal Company

Holmes explained the process for any errors discovered in the grand list after finalization. Permission must be granted by the select board. Holmes asked for four changes. Capron entered the meeting at this point. Hansen moved to accept the changes as presented. Seconded by Smith. Passed unanimously. Hansen moved to authorize the selectboard chairman to sign on behalf of the town. Seconded by Smith. Passed unanimously.

Selectboard Minutes

December 19, 2019

Page 2 of 2

Draft Audit Received

Town Treasurer Isabelle reviewed the audit with the board. She reviewed expenditures and grants. She then reviewed an equivalent to a budget status report followed by other budgeting and planning amounts. She then reviewed the police department and highway department budget and spending.

Downstreet – Discussion on Housing Project at the Mall

Eileen Pelletier, of Downstreet, and Matt Moore, of Housing Vermont, discussed the Berlin Mall housing project. Downstreet partners with Housing Vermont for large affordable housing projects. This project has progressed. There are concept designs and proper permissions to pursue the site. The starting point is 14 one bedroom units, 14 two bedroom units, and 2 three bedroom units. There was a discussion regarding tax credits and investment in housing projects. Pelletier explained that, at some point during the project, the town will be expected to invest but those investments are likely already included in the town center designation process (for example: sidewalks that connect the development to other streets). The town is considered a partner in the development of the project. The next step includes the town providing a letter of intent and support. Downstreet drafted the letter which will be provided to the board for review. Smith asked about time frame for when tax rates would be phased in. Moore answered that the request would come in just before construction begins; likely the fall of 2020. The childcare segment of the project is expected to provide 90 openings.

Black Road Plowing

The board discussed with Tim and residents the width which the town will plow Black Road. There is a tree interfering with the wing that pushes snow to the side of the road. The tree is also dead and poses a safety hazard so is set to be removed.

Change of Selectboard Meeting Day

Starting in February, the meetings will return to Mondays. Hansen moved to change regular meetings to the first and third Mondays of every month, beginning in February. Seconded by Smith. Passed unanimously.

Town Administrator Report

Town Administrator Hadley reported on a lunch that the town employees had together, kindly paid for by Roberta Haskins.

Roundtable

None.

Executive Session

For the Select Board:

Bethany A. Towne