



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

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

**Thursday, December 20, 2018
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Jeremy Hansen, Vice Chair; Wayne Lamberton, Secretary; Pete Kelley and Angelina Capron. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

APPROVED MINUTES

Call Meeting to Order

Meeting called to order by Chair Towne. Lamberton and Capron absent.

Changes to Agenda

No additions or changes.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle provided the November budget status report, trial balance, and delinquent tax report to members of the board. She provided the results of an audit from 2017-2018 and the results found that materials provided during the audit were accurate.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 19g12 with checks 18712-18752 in the amount of \$83,655.17; also payroll warrant number 19-12 for payroll from November 25, 2018 – December 8, 2018 in the amount of \$47,684.39; also the October/November reconciled bank statement for the general fund, sewer division, and water division and the November general journal and tax admin entries. Seconded by Kelley. Passed unanimously.

Forgiveness of Balances \$5.00 or less

Kelley moved to allow forgiveness of those accounts with a balance of \$5.00 or less, currently totaling \$3.00. Seconded by Hansen. Passed unanimously.

Selectboard Minutes

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Ordinance – Use of Town Roads for Snowmobiles and ATVs

The board discussed applying a curfew for snowmobiles on the town roads. The board decided on 7 am – 10 pm. The board decided against adding town penalties in favor of existing penalties set by the snowmobile organizations. There was a brief discussion of hearings and timing of annual ordinance renewal; Hadley plans to consult with Rob Halpert, town attorney.

Review of Draft Audit

Town Treasurer Isabelle reviewed numbers in the draft audit with the board. The town underestimated revenues from the pilot so the numbers looked favorable — many revenues turned out better than expected. Isabelle continued by explaining numbers that were more or less than last year with brief explanations of the differences.

Opening of Town Report Bids

Stillwater Graphics- Williamstown – bid for 600 is \$3,185.00. Page count 225 plus cover.

L. Brown & Sons – \$2,418.00.

Jet Service – \$2,427.00

Repro - \$2,350.00

RC Bradshaw- New Hampshire - \$2,906.00

Hansen moved to accept the bid from Repro in the amount of \$2,350.00. Seconded by Kelley. Passed unanimously.

Resignation from Planning Commission

Resignation was received from Geoffrey Farrell. A letter was received from Farrell in which he explained that his resignation was made due to his return to active duty in the Vermont National Guard. Hansen moved to accept Geoffrey Farrell's resignation from the planning commission. Seconded by Kelley. Passed unanimously.

Town Administrator Report

Town Administrator Hadley reported that several town employees attended a workshop at the hospital focused on emergency management which was well done and educational.

Hadley told the board that a RFP was released for audit services as the contract with the current firm is up for bid.

January 10 is the date scheduled for a public hearing regarding land use regulations to appear on the ballot in March. This meeting will be held at the town offices at 7 pm.

Round Table

None.

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

For the Select Board:

Bethany A. Towne