



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

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

**Monday, December 21, 2015**

**5:30 PM-Budget Work Session**

**7:00 P.M.-Selectboard Meeting**

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

### **APPROVED MINUTES**

Present for the Budget Work sessions:

Recreation Budget:

Andrea Chandler, Chair-Berlin Recreation Committee

Tom Willard, Recreation Committee Member

Jason Giroux, Parent Volunteer

Fire Department Budget:

Miles Silk, Fire Chief

William Clifford

#### **Recreation Budget**

The Board met with Recreation Committee Chairman Andrea Chandler. She presented the board with the proposed FY'17 budget for the recreation department. In FY'16, the recreation department gave financial assistance toward establishment of a baseball field at the Berlin Elementary School. Volunteer Jason Giroux explained to the Board that there are a few items that are still needed. Funds are requested to fund a port-o-let during the baseball season and equipment as well as supplies for the field. It is also necessary to install a perimeter fence around the field.

Selectboard Member Towne asked who the biggest user of this field is. Jason Giroux stated that the field is available for anyone. Andrea Chandler noted that many of the Towns near Berlin have separate fields that are owned by the Town. In this case the field happens to be on school property. The total requested budget is \$4,982.86<sup>1</sup>

Andrea Chandler also advised the Board that a local group may be asking the Town for its support of a running track to be installed at the school. The representative for this project was unable to be at this meeting.

The Board took the request under advisement.

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<sup>1</sup> A copy of the itemized request is included as an addendum to these minutes

Berlin Fire Department

Fire Chief, Miles Silk, presented the Fire Department's requested FY'17 budget.<sup>2</sup> The budget has an increase of 1.1% or \$3,266.25. The Fire department is expecting an increase for the dispatching of 30%. This was due to adding a staff member. He reviewed the line items with the Board. The total budget for the fire department totals \$293,690 which the budget requested from the Town \$245,158 or 83% of the total. The remaining budget funds are from revenues received such as rental income from Barre town ambulance having space at the fire house. Selectboard Member Haskin asked if the operation carryover item was unexpended funds from the FY'16 budget. Chief Silk stated that this has always been there however this is the first year that it is listed in the budget. This item has a zero effect due to being a carryover. Selectboard member Haskin if the Fire Department has planned to the expense to connect to the water system. The chief said, that fire department will use their own forces as much as possible for the water connection and funds needed would most likely come from the building maintenance line. Selectboard Member Hansen asked about the reduction in the Capital Replacement line. This was because of the dispatching increase there was a reduction in the Capital Replacement line to maintain the total budget to an acceptable level. Selectboard Member Nelson asked about any income from the alarm ordinance. Chief Silk noted that there have not be any assessments on this ordinance to date. Selectboard Member Nelson expressed his concern that the ordinance has not been acted on to date. Chief Silk said that the Fire Department has worked to educate alarm owners. They are getting to the point where they will assess a bill to a property owner that seems to have several false alarms. Selectboard Chair Nelson asked about the audit. Chief Silk said that this year the department has contracted for a full audit. There was discussion regarding future equipment needs that will need to be considered and possibility will be included in the next budget. The most urgent need is to replace a fire truck and will most like require a bond. The Board thanked the Fire department was coming in to present their budget.

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<sup>2</sup> A copy of the itemized request is included as an addendum to these minutes

### **7:00 P.M.-Selectboard Meeting**

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

#### Call to Order

Meeting called to order by Chair Nelson. Kelley absent.

#### Changes to Agenda

Town Administrator Hadley asked to add a curb cut permit to the agenda.

#### Public Comment

None.

#### Treasurers Report

Town Treasurer Isabelle supplied the trial balance and budget status report for November to the select board. She discussed the resource center tab on the website. Links have been added that link users to government sites and other useful links. Nelson suggested adding more service agencies. Many are already on the site. There will be a tax sale January 19 at 10 am at the town offices. One is land only and the other is a home. Hadley discussed what should be done with an abandoned home and in the case that a tax sale home is not bid on but continues to accrue unpaid taxes. Possible options were discussed which included the town bidding on a property. Haskin asked if tax sales could be better advertised. Currently advertising is done on the town site, in the newspaper, and at the town office.

#### Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve payroll warrant number 16-13 for November 29, 2015 – December 12, 2015 in the amount of \$39,119.94. Also accounts payable warrant number 16-g-115 for checks 15762-15804 in the amount of \$99,064.46. Also accounts payable warrant number 16-w7, water division, with checks 10024-10027 in the amount of \$383,640.21. Also the journal entries for November 2015 and the tax administration entries for November 2015. Seconded by Towne. Passed unanimously.

#### Curb Cut Request

Curb cut is being requested for a driveway to a proposed new home. Site plan was provided. Hansen moved to approve the permit to dig within the town right of way for Thomas and Suzanna Williams at 801 Brookfield Road in Berlin. Seconded by Towne. Passed unanimously.

#### Aegis Renewable Energy- Airport Road Project

A representative from Aegis Renewable Energy was not present for the meeting. There was discussion about filing for party status. Towne moved to authorize the town attorney to file for party status. Seconded by Haskin. Passed unanimously.

#### Mark Kelley- Efficiency Vermont- Warrant Article for PACE (Property Assessed Clean Energy)

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Mr. Kelley from Efficiency Vermont was not able to attend the meeting. Andrea Chandler from the Berlin Energy Committee was present to discuss the PACE program. It is a loan program to complete energy efficient projects for homeowners. The loan does require a lien on the property and in the case of a sale it can be transferred to the new owner or paid off before sale. There are no financial requirements of the town. Currently the program is administered by the Vermont Energy Investment Corporation for Efficiency Vermont. The only requirement of a town employee would be a signature from the town clerk that taxes are paid and there are no outstanding bills. Everything else is handled by the program administrator. The \$350 application fee is being waived for 2016 and the amount that can be borrowed has been increased to \$15,000 for each loan. Nelson asked where the funds come from. The money is provided by Efficiency Vermont which is working with a credit agency. Hansen also mentioned that as he understands, VEIC is partially tax payer funded. Haskin asked why they need the town and it was explained that it is because of the way the statute is written. In the event that someone becomes delinquent, it is treated as a delinquent tax. The credit union would not request that the payment fall back on the town. Nelson discussed having the program put on the town ballot. Questions included how many people might take advantage of the program and if it would add labor to the town. There was also a question raised about who would hold the lien. Chandler closed the discussion by reviewing that information on billing for delinquent payments and other towns that use the program will be researched and provided.

### Proposed Event Ordinance to Replace Amusement Ordinance

Town Administrator Hadley explained that this is his first attempt at a re-write of the amusement ordinance which seemed to have been written for such amusement attractions as carnivals though it is more often events that are applying for permission. He provided the draft of the event ordinance. Hansen suggested having a financial repercussion for non-compliance. Towne questioned wording that seemed too general in the first section. There was some discussion about how to change that wording. Suggestions were made for revision.

### Private Road Naming

Hadley explained that it is not a new name, it was on the original plan but not developed and development is now being pursued. Nelson mentioned that the road is on google maps but not yet on GPS. The road name is not found elsewhere in the town and is not in other towns. Hansen moved to approve the name of the private road Knob Ridge Road. Seconded by Towne. Passed unanimously.

### Audit RFP

Hadley prepared an RFP. This was the last year of a three year contract with the current auditors. The RFP was reviewed. Nelson suggested that having them due January 4 is too soon with the holidays and suggested adding a due date for filing of report each year. Hansen moved to publish the request for proposal for audit services with the previously mentioned changes to the deadline date, and with the change from January 4, 2016 to the next meeting on January 18, 2016. Seconded by Towne. Passed unanimously.

### Town Administrator Report

Hadley explained that the water project has stopped construction for the winter but customers anxious to get on the system will be connected as state permission to do so has been obtained. There have been tours of the well house to see the operation. Mr. Hedges has been met with about the system. There are two easements pending to be able to go forward with that.

Muzzy Park is 95% completed has been paid for. The conservation commission has requested to work on the signage. Work is well under way on the park. With the three year oversight required, the maintenance will happen twice a year. Brush hogging has been suggested once a year.

The sewer line project on Route 12 is progressing.

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Hadley received in the mail a bill for monitoring a storm water permit for the town from 2011 and that the maintenance on it has not been paid for since 2011. It is for a discharge of culverts on Paine Turnpike North. The bill is \$1,900. Nelson asked that research be done on the bill.

The DRB has upcoming hearings. One for an expanded parking lot on Airport Road and a commercial project on Junction Road. There is a tentative plan for an office complex on Route 302.

### Approval of Minute(s) of Previous Meeting(s)- 12/7/15 & 12/14/15

Hansen moved to approve the minutes from the Monday, December 7, 2015 regular select board meeting with aforementioned changes. Seconded by Towne. Passed unanimously.

Haskin moved to approve the minutes of Monday, December 14, 2015 with one correction. Seconded by Towne. Passed 3-0 with 1 abstained.

### Round Table

None.

No executive session.

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

For the Select Board:

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Bethany A. Towne