



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

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

**Monday, February 1, 2016
7:00 PM**

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

Call to Order

Chair Nelson called the meeting to order. Hansen absent.

Changes to Agenda

Addition to the liquor control board.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle reported that there was a tax sale, January 19, for the Armstrong property and it did sell. The third installment of taxes due February 17. Billing templates have been set up in NEMRC for the water system.

Approval of Licenses, Permits, Vouchers, and Applications

Haskin moved to approve payroll warrant number 16-16 for January 10, 2016 – January 23, 2016 in the amount of \$40,312.27. Accounts payable warrant number 16G18 for checks 15879-15915 in the amount of \$128,943.95. Accounts payable warrant number 16W9, water division, checks 10035-10037 in the amount of \$35,936.00. Seconded by Towne. Passed unanimously.

Curb Cut Permit- Allan Ferner- 1170 Airport Road

The request has been submitted to move a driveway. Towne asked if it was to make it easier or safer and the response was that it is for both reasons. The old driveway is being abandoned in favor of the new one. Road foreman has been to the property to review the site. Towne moved to approve the curb cut for Allan Ferner for 1170 Airport Road. Seconded by Kelley. Passed unanimously.

Audit rfp

Town Administrator Hadley reviewed that the board had opened the rfp's at the last meeting and the lowest bid was Fothergill, Segale, and Valley from Montpelier with a 3 year total of \$46,500. The next was

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Sullivan, Powers, and Company also from Montpelier with a three year total of \$49,100. The third bidder was Mudgett, Jennett, and Krogh-Wisner with a total of \$54,000 over three year. This is the firm that has been used for the last three years. Hadley mentioned that he is confident with any of the bidders. The annual budget is around \$15,000. Kelley moved to accept the bid from Fothergill, Segal, and Valley for fiscal year '17, '18, and '19 for \$46,500. Seconded by Towne. Passed unanimously.

Water Division Budget and Rates

Hadley provided a budget from the engineers and he prepared a six month budget for FY '16. He discussed a concern that the first payment of \$81,500 is due May 23. The first billing will be at the end of March. The budget will not be collected before the payment is due. There is about a \$20,000 shortfall as customers who are not yet on the water are not being billed. Water will be billed by ERU on a flat rate. The annual rate per EDU will be \$425. A water use rate per gallon will be used in the future after a use history is established. For the first year the water use rate is suggested to be \$175 per ERU. Hadley asked if the board agreed that billing for EDU is appropriate and if they agreed that billing should not commence until a resident is using the water. Agreement on those two points was expressed. There was discussion about the budget and also about the fire department and hydrant maintenance. Properties that have reserved EDUs will pay them for bond payment regardless of whether or not the water has been connected but they will not pay for use until the water is connected and is being used. The board will review the numbers and revisit the topic at the next meeting.

Outstanding Items

Hadley explained that he added this topic in order to review what projects are waiting to be completed and to keep them in mind. The first outstanding item was the update to ordinances, for the event ordinance, purchasing and credit card policy. He asked if there were other topics. Nelson asked about a draft ordinance on the water system and expressed his desire to have that done. He also mentioned the tax sale policy that had been discussed at the last meeting.

Town Administrator Report

Hadley reported that he received a letter regarding highway work for next summer on Route 63. Permission has been requested to do work on the state road to town road so that there is a smooth transition.

Town report has been sent to printer and a proof is on its way for review.

A court case was coming up regarding the DRB involving Mr. Irons which is now off the table. There will be no site visit and it should be wrapping up.

Approval of Minute(s) of Previous Meeting(s)- 1/12/16, 1/18/16, 1/20/16, 1/25/16, 1/27/16

Towne moved to approve the minutes of the special board meeting on Tuesday, January 12, 2016.

Seconded by Kelley. Passed unanimously.

Towne moved to approve the minutes of the Monday, January 18 meeting with noted change. Seconded by Kelley. Motion passed 3-0 with 1 abstained.

Kelley moved to accept the minutes for the Wednesday, January 20 meeting with noted correction.

Seconded by Towne. Passed 3-0 with 1 abstained.

Haskin moved to approve the select board minutes of the special board meeting from January 25 as presented. Passed 3-0 with 1 abstained.

Kelley moved to accept the minutes of the special board meeting from January 27, 2016 as presented.

Seconded by Haskin. Passed 3-0 with 1 abstained.

Liquor Control Board

Towne moved to recess the select board and convene the liquor control board. Seconded by Kelley. Passed unanimously.

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Kelley moved to approve the new application for DG Retail LLC doing business as Dollar General Store at 1755 US Route 302. Seconded by Towne. Passed unanimously.

Kelley moved to approve the renewal liquor applications for Applebee's at 213 Paine Turnpike North, Kinney Drugs on US Route 302, and Pizza Hut on US Route 302. Seconded by Towne. Passed unanimously.

Towne moved to adjourn the liquor control board and reconvene the select board.

Round Table

Haskin vocalized an appreciation to the Barre Town ambulance who have been transporting a relative and the ambulance crew is professional, timely and have done an excellent job. She also described them as professional, polite, careful and considerate.

Hadley brought up the need to reschedule as the next meeting falls on Washington's Birthday. The next meeting has been scheduled for the 17th.

Nelson asked if paperwork from the state pertaining to appraisal was received as it usually has been received by this time. Hadley to find that paperwork.

Executive Session- Personnel

Motion: Kelley/Haskin to enter into executive session pursuant to 1 V.S.A. §313 (a) (3).

The Board exited the executive session. No decisions were made at that session.

Motion: Towne/Kelley to reconvene in public session.

Motion: Towne/Kelley to adjourn.

For the Select Board:

Bethany A. Towne