Town of Berlin
Municipal Office Building
108 Shed Road

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

Monday, February 3, 2014
5:30 PM

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

UNAPPROVED MINUTES

Call to Order

Meeting called to order by Chairman Brad Towne.

Public Comment

None

Treasurers Report

Some more entries to prepare for audit, expected completion is mid-week. Will look into separate module for water project.

Approval of Licenses, Permits, Vouchers and Applications

Motion to approve Licenses, Permits, Vouchers, and Applications by Nelson. Seconded by Hansen. Motion carried 4-0.

Wireless Communication Facility- Off Marvin Road

Verizon wireless cell tower has been proposed on portion of land off Marvin Road. Would protrude above tree line and sit within 300 feet of residences. Exempt from local zoning. Concerns about location of the tower. Discussion continued about drafting a letter to Public Service Board. Town lawyer will be investigating statutes and drafting a letter.

Amendment to Traffic and Parking Ordinance

After some discussion, was decided that the board would not act on this issue. Hansen made a motion to dismiss the issue. Seconded by Nelson. Motion carried 4-0.

Request to Name a Private Road- New England Label

New England Label sits in a location where they have no land that sits along the road. Have been unable to put signage by the road, so are requesting to name the private road that leads to their business off the Barre-Montpelier Road. Nelson made motion to name the private road New England Label Drive. Seconded by Hansen. Motion carried 4-0.

FY 13 Audit

Auditors close to completion. The report shows over budget, but there is money into the water project that is to be reimbursed back to the town.

Town Road and Bridge Standards

State is asking that towns adopt new standards. This subject was discussed at the last meeting as well. Some towns are delaying the adoption of the new standards due to the strictness and future increased cost. Downside to deciding not to adopt is a loss of grant money. Nelson made a motion to adopt the town road and bridge standards. Seconded by Hansen. Motion carried 4-0.

Certificate of Completion and Opening of Highway for Public Travel

Road that runs through parcel at Paine Turnpike and Brookfield was never found to be discontinued. So the board just needs to acknowledge that it exists as a road and then have it added to the highway map. Kelley made a motion to put the old Brookfield Highway back on the map and include mileage. Seconded by Nelson. Motion carried 4-0. Nelson made a motion to accept the document of completion and opening of highway for public travel for Berlin Heights. Seconded by Hansen. Motion carried 4-0.

2014 Certificate of Highway Mileage

Hansen made a motion to approve the Certificate of Highway Mileage for 2014 with discussed changes. Seconded by Kelley. Motion carried 4-0.

Request to Work in ROW- 313 McCarty Road- David Wilcox

Mr. Wilcox requesting permission to work in the town right if way to add a driveway to the road. Schulz explained that after inspecting the land, he found there would be no need for a culvert and suggests that the board approves the request. Hansen made a motion to approve the request to work in the right of way at 313 McCarty Road. Seconded by Nelson. After some discussion of driveway standards and the need for a site plan, the motion was withdrawn. Will be revisited once a site plan is obtained.

Approval of Liquor Licenses

Motion made by Nelson to adjourn select board and convene as liquor control board. Seconded by Hansen. Motion carried 4-0. Nelson moved to approve both the liquor license and tobacco license for Price Chopper. Seconded by Kelley. Motion carried 4-0. Nelson made a motion to approve the liquor license for The Wayside. Seconded by Hansen. Motion carried 4-0. Nelson made a motion to approve both the liquor license and tobacco license for Simon's convenience store. Seconded by Hansen. Motion carried 4-0. Nelson made a motion to approve the liquor license for Ming Moon restaurant. Seconded by Hansen. Motion carried 4-0. Nelson made a motion to approve both the liquor license and tobacco license for Jolley Short Stop. Seconded by Hansen. Motion carried 4-0. Nelson made a motion to approve liquor license for Applebee's restaurant. Seconded by Hansen. Motion carried 4-0. Nelson made a motion to exit liquor control board and reconvene as select board. Seconded by Hansen. Motion carried 4-0.

Town Administrator's Report

Revised letter to Montpelier in regards to water. The letter states that the city, prior to adding Berlin customers, would need approval by the town. Nelson suggested stronger wording in the second paragraph, stating that the town anticipates completion of the water system by the time the Northfield Savings Bank building is completed. Schulz mentioned he would revise.
Schulz also presented a copy of the town report to the board.

Approval of Minute(s) of Previous Meeting(s)

Nelson made a motion to approve minutes of January 20, 2014 with the noted changes. Seconded by Hansen. Motion carried 4-0. Nelson made a motion to approve the minutes of the January 24, 2014 special meeting. Seconded by Kelley. Motion carried 4-0.

Round Table

Nelson mentioned that minutes have not been posted on town web page. Nelson also asked about the status of assessor hiring committee. Schulz responded that an email is to be sent to coordinate a time they can meet.

Haskin mentioned asking the auditor for a file to post on the website.

Legal, Personnel and Contract (Executive Session Anticipated)

Hansen motioned to move into executive session for reason of legal, personnel and contract. Seconded by Nelson. Motion carried 4-0.

Motion by ___ and seconded by ___ to exit executive session and adjourn the meeting. Motion carried _-0.

For the Select Board:

_____

Bethany A. Towne