



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

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

**Monday, February 3, 2020
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

Meeting called to order by Chair Towne. Smith present via phone. Capron Absent. Hansen Absent.

Changes to Agenda

Town Administrator Hadley asked to add approval of the select board minutes from January 20, a special meeting.

Public Comment

None.

Treasurer's Report

Town Treasurer Isabelle reported that the new annual reports will be available by the next meeting. She discussed options for the fire truck loan that she learned of after speaking with a banker. The bank will bond for 15 years. A loan would also likely be capped at a maximum of 15 years. Hadley introduced a topic regarding the sewer project, to be discussed further later in the meeting. He asked Isabelle to discuss briefly the financing options. Isabelle shared the rates she received from two banks. Community National Bank - 2.05; Community Bank NA - 1.85. For the lending option, the money is sent and then a claim made for reimbursement in a letter of credit. The cost for the sewer line is an approval maximum of \$2.2 million. The bridge loan covers the immediate expenses for those steps before funds are available. A USDA loan will cover the cost of the bridge loan.

Approval of Licenses, Permits, Vouchers, and Applications

Lawrence moved to approve general fund accounts payable warrant number 20g14 with checks 19929-19972 in the amount of \$66,705.58; payroll warrant number 20-15 for payroll from January 5, 2020 – January 18, 2020 in the amount of \$42,819.12; payroll warrant number 20-16 for payroll from January 19, 2020 – February 1, 2020 in the amount of \$45,528.58. Seconded by Smith. Passed unanimously.

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Eileen Peltier, Downstreet

Eileen returned to discuss the MOU draft which stands as a precursor to a more formal agreement. It outlines the commitment expected from the town. Peltier also provided an update regarding the design of the project.

Road Policy – Class 4 to Class 3

Hadley discussed his thoughts regarding formulation of a Class 4 to Class 3 Road Policy as the board requested. Josh Walker asked about width of roads under the new policy, expressing concern about the width of Black Road making it difficult for emergency vehicles to pass in circumstances where vehicles park along the roadway. Ultimately, he would like the road widened.

Signatures for VTrans Road Mileage Certification

No roads were added in the last year. Lawrence moved to approve the mileage certification as presented. Seconded by Smith. Passed unanimously.

Signatures for Appointments to Conservation Commission From 1/16 Meeting

Hadley asked for members to sign the appointment made at the last meeting.

Recommendation From Public Works Board Regarding Sewer Improvement Project

The recommendation is to accept the low bid from Dubois Construction, Inc. for \$1,914,225. Board approval is contingent upon approval from the USDA. Lawrence moved to approve the recommendation from the Public Works Board for the Paine Turnpike Sewer Improvement Project to contract with Dubois Construction, contingent upon USDA approval of an amount up to \$2.2 million. Seconded by Smith. Passed unanimously.

Interim Financing

Lawrence moved to approve the bridge loan with Community Bank, NA with a maximum of 1.85% financing. Seconded by Smith. Passed unanimously.

Special Event Application – Ironwood Adventure Works, LLC

The race begins at Norwich University, continues over Paine Mountain to the Berlin Pond and back. Lawrence moved to approve the special event permit application for Ironwood Adventure Works, LLC for an event on July 11. Seconded by Smith. Passed unanimously.

Work Trailer at Town Garage – Winterset – Vtrans

Winterset Construction, the company that will do work on the Exit 7 bridge, asked if they can set an office trailer at the town garage. They will have an independent source of electricity. Towne asked about having insurance on record. Lawrence moved to allow the Winterset Construction work trailer to be set at the town garage with the understanding they will provide an electrical drop and proof of liability insurance. Seconded by Smith. Passed unanimously.

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Approval of Selectboard Minutes – 1/16/20

Smith moved to approve the selectboard minutes of January 16, 2020 with noted corrections to add last names for Diana and Tim. Seconded by Lawrence. Passed unanimously, 3-0.

Lawrence moved to approve the minutes from the board meeting on January 20. Seconded by Lawrence. Passed unanimously, 3-0.

Town Administrator Report

Hadley reminded the board about the event at the hospital. The governor will be presenting the community municipal planning grant for which Berlin is one of the recipients.

Roundtable

None.

Executive Session

None.

Lawrence moved to adjourn. Seconded by Smith. Passed unanimously.

For the Select Board:

Bethany A. Towne