

**Town of Berlin
Municipal Office Building
108 Shed Road
Berlin, Vermont 05602
Regular Select Board Meetings
1st & 3rd Thursday of Each Month**

Thursday, February 7, 2019

7:00 p.m.

Selectboard Members: Brad Towne, Chair, Jeremy Hansen, Vice Chair, Wayne Lamberton, Secretary, Pete Kelley, and Angelina Capron. Minutes from this meeting will be available on our website.

Selectboard members Hansen and Capron absent

6:30 Review of the Warrants

**Selectboard Interim
Unapproved Minutes**

Selectboard Meeting-Call to Order

The meeting was called to order at 7:11 p.m. by Selectboard Chair Towne.

- Additions to or changes to the agenda
- Board confirmation of volunteer Appointment and documents
- Approval of draft letter of support for nomination of the 2018 Town of Berlin Master plan as the Vermont Plan of the Year
- Mileage Certification for Agency of Transportation
- Convene the Liquor Board

Public Comment

No Public Comment

Treasurer's Report

The treasurer reported that she sent out tax bills for inventory property.

David Huber-Planning Commission

The Board met with David Huber who is a candidate with interest to be appointed to the Planning Commission. Mr. Huber recently moved to Berlin from East Montpelier. He works for the state of Vermont as an attorney in the Agency of Agriculture. He has experience with various permitting requirements for projects. He works to ensure that applicants for agricultural projects are in compliance with local Zoning regulations.

Motion: Lamberton/Kelley to appoint David Huber to the Planning Commission for a 4 year term.

Janna Clar, Montpelier Senior Center

The Board met with Janna Clar and Jessica Sanderson from the Montpelier Senior Center. They discussed the request that they have submitted for the Town meeting vote. They have asked for an increase of \$4,500 in funding over last year's request for a total of \$12,500. Ms. Clar advised the board that the lunch program that includes meals on wheels for several Berlin residents is a factor to the request. Jessica and Janna gave an overview of their programs and how many Berlin residents participate. They said that In addition to a lunch provide to a senior person the socialization outlet contributes to the good health of their clients. The estimated cost for meals served to Berlin residents is \$13,500. They will also be at the pre-Town Meeting on March 4th.

Town Sand Policy

The Town Administrator spoke in regard to how sand is being provided to residents. A sand policy in that regard will be worked on in the future.

2018 Equalization Review

The Town Administrator reviewed the total report received regarding the equalization review.

Option Agreement for Easement on well site

The Public Works Board has been working on an easement for a well site for a fourth well. This site was also under Conservation Easement required approval from the Vermont Land Trust.

Motion: Lamberton/Kelley to accept the option agreement and to authorize the Chair to sign on behalf of the Town.

Letter of understanding with Fothergill, Segale and Valley

The Board reviewed the letter of understanding from Fothergill, Segale and Valley relative to the FY'19 audit.

Motion: Lamberton/Kelley to approve the letter of understanding from Fothergill, Segale and Valley and authorize the Chairman to sign.

Bid Opening-Excavatorⁱ

The bids were taken under advisement pending further review.

Bid Opening-Equipment Trailerⁱⁱ

The bids were taken under advisement pending further review.

Confirmation of Committee Appointments

Clara Ayer appointment reconfirmed to Planning Commission with a 2019 expiration

Paul Irons, Alternate to DRB-2019

Paul Irons, Alternate to Central Vermont Solid Waste-2019

Motion: Lamberton/Kelley to confirm Clara Ayer to Planning Commission, Paul Irons as an alternate to Development Review Board and Central Vermont Solid Waste District all with a 2019 expiration.

Draft Letter of Support for nomination of the 2018 Town of Berlin plan as the Vermont Master Plan of the Year.

Motion: Lamberton/Kelley to sign the letter of support.

Mileage Certification for Agency of Transportation

Motion: Lamberton/Kelley to approve the Mileage certification with the addition of the .1 mile of road accepted in 2018.

Approval of Licenses, Permits, Vouchers and Application

Motion: Lamberton/Kelley to approve General Fund Accounts Payable Warrant Number 19G15 with checks 18841 to 18892 in the amount of \$252, 107.13(\$103,357.50 for Mirror Lake Road Culvert). Payroll Warrant number 19-15 for payroll from January 06, 2019 to January 19, 2019 in the amount of \$42,717.80, payroll warrant number 19-16 for payroll from January 20, 2019 to February 02, 2019 in the amount of \$49,171.54 and January, 2019 reconciled bank statements for the General Fund, Sewer Commission and Water Division.

Liquor Board

Approval of Selectboard Minutes from 01/03/2019-01/10/2019 & 01/14/2019

The Board could not approve the minutes of January 3rd.

Motion: Lamberton/Kelley to approve January 10th as printed and the January 14th meeting as well

Town Administrator Report

The Town Administrator reported that the annual report for the Municipal Road General Permit was completed and the Town will be having the regional planning commission to do the road inventory that will be required.

Town Center Designation is on going as expected.

The state is doing a three year parcel mapping data from the grand list.

An rfp for the Hazard mitigation update has been sent out.

The Police Chief is working to have the doors in the Police Department repair

The Town Office Stormwater plan is almost completed.

Liquor Board

Motion: Lamberton/Kelley to adjourn the Selectboard Meeting and convene the Liquor Board.

Class 2 liquor licenses to be renewed.

Walmart Stores

Price Chopper

Jolley Associates

Twin City Lanes

Kinney Drugs

Motion: Lamberton/Kelley to approve the renewal of Walmart Stores, Price Chopper, Jolley Associates, Twin City Lanes and Kinney Drugs.

Outside Consumption Permit

Twin City Lanes

Motion: Lamberton/Kelley to approve the outside consumption permit for Twin City Lanes.

Selectboard Interim Minutes Unapproved

February 7, 2019

Page 5 of 7

Motion: Lamberton/Kelley to adjourn the Liquor Commission and reconvene the Selectboard.

Roundtable

Selectboard Member Peter Kelley spoke about the need for a stop sign on Berlin Heights. The Board will instruct the highway department to place a stop sign. The traffic ordinance will be amended to reflect the change.

Adjournment

Motion: Lamberton/Kelley to adjourn.

For the Select Board:

Dana Hadley - Town Administrator

DISTRIBUTION: Berlin Boards, Commissions, and Committees, Times-Argus, ORCA Media Channel 17, Town Attorney, Municipal Office Building, Maplewood Convenience Store, Berlin Elementary School, Riverton Bulletin Board, Town Web Page: www.berlinvt.org

ⁱ Bid results are included as an addendum to these minutes

ⁱⁱ Bid results are included as an addendum to these minutes

Excavator

Bid Opening: February 7, 2019

Name of Vendor	Address of Vendor	Amount of Vendor's Bid	Additional comments/or stipulation
Milton Cat	1 Cat Lane Richmond, Vt. 05477		
Nortrax	375 Engineers Drive Williston, Vt. 05495-8955		
Beauregard Equipment	28 Jasper Mine Road Colchester, Vt. 05446		

Equipment Trailer

Bid Opening: February 7, 2019

Name of Vendor	Address of Vendor	Amount of Vendor's Bid	Additional comments/or stipulation
Clark's Truck Center	6 Orr Road Jericho, Vt. 05489		
Beauregard Equipment	28 Jasper Mine Road Colchester, Vt. 05446		