



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

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

**Wednesday, February 17, 2016
7:00 PM**

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

APPROVED MINUTES

Call to Order

Chair Nelson called the meeting to order. Towne absent.

Changes to Agenda

Town Administrator Hadley asked for the liquor control board to meet as an addition to the schedule.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle was absent but provided a written report for the board to review.

Approval of Licenses, Permits, Vouchers, and Applications

Haskin asked about the AT&T bill which was quite different from the month before. The highway superintendent had gotten a new phone which caused the discrepancy. She also asked about a note that was left on the material provided about a check that had been written and the problem had been resolved prior to the meeting, Hadley informed the board. Lastly, Haskin asked about the animal control reimbursement amount. The board had previously asked for reports and a detailed report was not provided with the bill. There was discussion of having reimbursements made to the town for repeat offenses that cost the town repeatedly.

Hansen moved to approve payroll warrant number 16-17 for January 24, 2016 – February 6, 2016 in the amount of \$40,064.14. Also accounts payable warrant number 16g19 with checks 15916-15946, without checks 15932 and 15942, in the amount of \$27,273.42 minus the first check for \$7,192.69 minus the second check for \$492.92. And to reconcile bank statement for January 2016 in the general fund and the water fund. And journal entries for the month of January 2016. And tax administration adjustments for January 2016. Seconded by Haskin. Passed unanimously.

Amendment for USDA Loan and Grant Agreement

The town received additional grant money. Vote needed to accept the money, totaling \$175,414. The loan is still \$4,016,000 and the grant is now \$2,000,488. Hansen moved to approve the amended water and

waste system grant agreement in the amount of \$6,016,488. Seconded by Haskin. Passed unanimously. Hansen moved to authorize the chair to sign the aforementioned document. Seconded by Haskin. Passed unanimously.

Bids Received for Chevrolet Silverado Pick-Up Truck

The former superintendent truck is out to bid. One bid was received from Lowery Auto Sales in the amount of \$9,011. Hansen moved to accept the bid from Lowery Auto Sales in the amount of \$9,011. Seconded by Kelley. Passed unanimously.

Equalized Education Property Value / COD

A letter was received in December pertaining to the COD which is currently 14.64%. Last year it was 13.22%. The COA last year was 104.23 and this year is 104.14. The board discussed details about the changes.

Animal Control Officer Agreement

A letter was received from Barre Town with an agreement that has been back dated to July 2015 with an hourly increase of \$1.40. It also states that this will be the last year and animal control officer is offered on reimbursement basis. It encourages communication with the ACO about services/agreements. Hansen asked what the rate difference may be if not going through Barre town. Hadley did not have a specific estimate. Hansen moved to approve the inter-municipal agreement for animal control officer services with Barre Town commencing July 1, 2015 and terminating June 30, 2016. Seconded by Haskin. Passed unanimously. The position is to be advertised prior to the date of termination to determine if there are other ACOs that would like to work with the town.

Operating Permit for Berlin Municipal Water System – WSID 21202

The boards reviewed the permit as presented. Nelson asked if it is now legal to offer connection to more customers. Hadley responded that it is now legal to add more lines. By using the ERU numbers, Hansen estimated the consumption rate to be 23,000,000 gallons per year at \$0.05 per thousand gallons brings the total to \$1,150. A discussion continued on water use.

Water Division Rates

The rates have not been changed since the last time they were reviewed. The consultant has suggested \$600 per ERU billed in quarterly increments. Hansen moved to set the water rates to \$600 annually per ERU, broken down as \$425 towards debt service, \$175 towards O&M. Seconded by Kelley. Nelson asked when the data from meter reading would be used. Hadley responded that it is to record consumption rates to build data so that future rate setting would be based on actual water used. It is serving as data collection. Haskin asked about putting a time qualifier on the rate setting. Hadley explained that the budget he has is a 6 month budget. Discussion continued about time frame for rate evaluation. Hansen moved to amend his previous motion to include the wording “interim rate through June 30”. Seconded by Kelley. Passed unanimously. The motion, as amended, passed unanimously.

Water Division Ordinance

Hadley briefed the board on the ordinance. The board then discussed wording and sections that warranted review. There was discussion of wording between the ordinance and the town charter. The board spent a considerable amount of time reviewing the wording and making suggestions for changes and/or improvements. Nelson asked that the board continue to review the document in preparation for a public hearing.

Proposed Event Ordinance to Replace Amusement Ordinance

Hadley provided an answer to an email that had been sent as well as rewritten ordinance received from town attorney Rob Halpert. He provided this to the members of the board to review.

Town Credit Card / Charge Card Use Policy

Hadley has changed the format slightly and has differentiated between credit cards in particular and store charge cards. The board reviewed the policy presented. Kelley asked if store charge cards have the protection that credit cards do, such as preventing fraud. There is some protection but possibly not as much as a credit card depending on the particular store card. Hansen moved to adopt the town credit/charge card policy as presented. Seconded by Kelley. Passed unanimously.

Update on Building Security Bid

The project has taken some considerable time to get going but it is still planned. There was some concern about the printer used and it was discussed. Hansen had an alternative idea and explained a lamination tool that could work in place of plastic printed cards. Nelson asked when the system could be installed. There is no set date but Hadley had asked that it be completed sooner rather than later.

Rutland Town Resolution

An email was received from a committee member in Rutland town who has been canvassing towns to gain support a resolution regarding energy renewal projects and the public service board having more say. Nelson said that endorsing and supporting resolutions such as this are limited by the Town charter.

Town Administrator Report

Hadley reported about upcoming events. The planning commission is having a meeting on 2/24 at the elementary school. There will be a presentation by Michael Rushman of Land Strategies. He has been working with the mall on a vision for the future. Hadley expressed that it is an interesting and exciting vision. Hadley asked if he should invite the economic development committee. There was agreement for sending the invitation. The vision makes Berlin Mall a town center, with landscaping and a park.

On the same evening, the board of civil authority will test the voting machine.

Town Meeting is March 1 at 10 am at the elementary school. The town portion will be first.

Friday, March 4 there is a grand opening ribbon cutting ceremony at Kohl's at 8:45 am. An invitation was received.

There was an email received from Matt Levin regarding reappointment to the Central Vermont Solid Waste District. He does wish to be reappointed.

There was discussion about the park and ride off exit 6. There have been site alternatives discussed and the site they have decided on has a lot of ledge so there will be 62 instead of 70 spaces. Bob Warnecke has concerns about the distance between the highway and drive way not being consistent with zoning rules.

Approval of Minute(s) of Previous Meeting(s)- 2/1/2016

Haskin moved to approve the minutes of Monday, February 1, 2016 with the noted corrections. Seconded by Kelley. Passed 3-0 with 1 abstained.

Round Table

Roberta made a brief farewell speech, stating that it has been a pleasure and she will not rule out working for the town in another capacity.

Hansen discussed a police facebook post that attracted attention and asked that a social media policy be enacted. The police and emergency management have facebook accounts.

Hansen also brought up the topic of a broken sewer pipe between the fire station and the school. It is the responsibility of the fire department.

Liquor Control Board

Hansen moved to recess the select board and convene the liquor control board. Seconded by Kelley. Passed unanimously. Hansen moved to approve the renewals of liquor licenses for Shaw's and CVS. Seconded by Kelley. Passed unanimously. Hansen moved to approve the license Constance Mendel's Occasions catering for February 21 at the Berlin Mall. Seconded by Kelley. Passed unanimously. Hansen moved to adjourn the liquor control board and reconvene the select board. Seconded by Haskin. Passed unanimously.

Executive Session- Personnel

Hansen moved to enter executive session to discuss a personnel matter. Seconded by Kelley. Passed unanimously.

For the Select Board:

Bethany A. Towne