



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

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

**Wednesday, February 19, 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

Chair Towne called the meeting to order. Hansen and Lawrence attended via phone, Capron absent.

Changes to Agenda

Town Administrator Hadley asked that the Liquor Board convene to consider several license approvals. He also asked to add a discussion of a situation on Scott Hill Road.

Public Comment

None.

Treasurer's Report

Town Treasurer Isabelle reported that she sent out the tax forms for businesses, due April 20<sup>th</sup>. The assessors will be out to ensure that Isabelle has a current list of all businesses in the town. Isabelle provided a budget status report to the end of January. Isabelle highlighted a few items in the report, including grant money received and other revenues before reviewing expenses and big-ticket items.

Approval of Licenses, Permits, Vouchers, and Applications

Smith moved to approve general fund accounts payable warrant number 20g15 with checks 19973-20012 in the amount of \$96,321.31; also payroll warrant number 20-17 for payroll from February 2, 2020-February 15, 2020 in the amount of \$48,118.43; January general journal entries and tax admin entries; also the January reconciled bank statements for the general fund, water division, and sewer commission. Seconded by Hansen. Passed unanimously.

Eileen Peltier, Downstreet – Signing of MOU

Hansen moved to approve the Memorandum of Understanding with Downstreet as presented. Seconded by Smith. Passed unanimously.

## Selectboard Minutes

February 19, 2020

Page 2 of 3

### Planning Commission Recommendation for New Town Center Consultant

The Commission received two applications for consultant. The Commission chose Play Sense because of specific experience with town centers. Smith moved to approve the contract for consulting services with Play Sense and the town of Berlin and to approve the contract for the consultant services from March 1, 2020 which will end December 31, 2021 and for the chair to sign on behalf of the town. Seconded by Hansen. Passed unanimously.

### Discussion Regarding Sewer Extension on Paine Turnpike North and Resulting Road Closure

Hadley provided an update of the project. The town is still waiting on USDA approval before signing the contract. Hadley discussed some project details including sewer line placement and road closures during the project.

### Scott Hill Road

Hadley explained that Tim Davis, the Highway Superintendent spoke to him earlier in the day about a section of Scott Hill Road that is in poor condition due to ice build-up and frost heaves. Tim suggested closing the road to through traffic. The board, by consensus, gave permission to add road closure signage that will still allow residents to use the road.

### Approval of Selectboard Minutes – 2/05/20

Smith moved to approve the selectboard minutes of February 5, 2020. Seconded by Lawrence. Passed 3-0 with 1 abstained.

### Town Administrator Report

Hadley discussed a Regional Planning Commission email received by the Chair asking for the board's opinion on the VTrans project to replace a bridge over the Stevens Branch on Route 302. VTrans gave a presentation to the board about this project in early 2018. The board had no objections to the project.

Velco is replacing some equipment at their Nelson Drive location. They want to begin in the spring and are seeking permission to use Dog River Road. It will be around the same time that roads are posted. Tim was not in favor. Towne suggested they move the equipment (transformers) to the location now. Hadley also suggested that Mr. Best be invited to talk with the board. It was suggested that they be asked to wait until after mud season if it cannot be moved now. The board agreed that once the roads are posted they need to refrain from moving the large equipment.

Hadley reported that some residents have plowed snow into the road. Tim prepared a notice that Smith read aloud for viewers of meeting recording. The notice will be left for residents found plowing into the road.

At a prior meeting, Lawrence asked about road standards. It is located in site plan reviews. Road and bridge standards were approved in 2013. Hadley will review and compare to state standards before returning to the board with his findings.

Hadley met with the consultant for stormwater planning at the town office along with Joe Staab from the Fire Department to discuss the plans at the Fire Department. On March 4, there will be a meeting to review the plan for the school. Lastly, the commercial building (that houses Chimney Sweep) plan will be discussed, possibly as a partnership with property owners across the street. Hadley reported that the town is currently waiting for notice of a grant to cover the costs for work at the town office.

Selectboard Minutes

February 19, 2020

Page 3 of 3

Liquor Board

Smith moved to exit selectboard and convene the liquor board. Seconded by Hansen. Passed unanimously.

Hadley reviewed permit renewals. Two were class 1 (Applebee's and Wayside) and the others are class 2 (Applebee's, Wayside, Jolley, CVS, Kinney Drugs, Maplewood, Price Chopper, Shaw's).

Smith moved to approve the liquor license for renewals for:

Class 1 & 2: Applebee's and Wayside Restaurant

Class 2: Berlin Jolley, CVS Pharmacy, Kinney Drugs, Maplewood, Price Chopper, and Shaw's.

Seconded by Hansen. Passed unanimously.

Smith moved to exit liquor board and reconvene the selectboard. Seconded by Hansen. Passed unanimously.

Roundtable

None.

Executive Session

None.

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

For the Select Board:

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Bethany A. Towne