



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

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

**Wednesday, February 18, 2015  
6:30 PM**

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

### **UNAPPROVED MINUTES**

#### **Call to Order**

Meeting called to order by Chair Nelson. Towne and Hansen absent.

#### **Changes to Agenda**

Hadley added addition of application for liquor control board. Also added topic of receiving a letter from Central Vermont Solid Waste Management about appointing a representative, and receipt of a letter about extension regarding extension of the option of Berlin Water Company. To be added before Town Administrator Report.

#### **Public Comment**

None.

#### **Treasurers Report**

Isabelle gave the board the January budget status report, January trial balance, and delinquent tax reports as of February 13. Waiting another day for the tax returns being sent by mail. Assessors printed up letters, mailing tomorrow, due back April 20. Hadley still learning to do payroll so he can be back up.

#### **Personnel Policy Review**

Hadley provided document with changes from the last meeting. Picked up where the review had left after the last meeting, at section 5. Covered topics and made small changes in areas such as benefits, job descriptions, sick leave, and cell phone use, and sick time.

Towne arrived during discussion.

#### **Solar Grant Update**

Have received a \$20,000 solar grant. Panels on the roof of the town offices estimated at \$60,000 dollars. Hadley to look into what the payback is estimated to be and other information about the project. Not currently in the budget to pay the remaining estimate.

#### Reappointment of Town Forest Fire Warden

Letter was sent to Nick Gabarcek about expiration of 5 year term and reappointment. Has asked for re-appointment and submitted required material. Will be a 5 year term. Haskin moved to appoint Nick Gabarcek. Seconded by Towne. Passed unanimously.

#### Computer Maintenance Contract

Had discussed anti-virus previously. Current program is Bit Defender. There is another option for monthly maintenance for updates, which costs \$30 per month per computer which would cost about \$3,000 per year. Current question about which updates are most important. Decided to wait for Hansen to be present to discuss the topic further.

#### Town Meeting Budget Presentation

Hadley has been preparing the presentation. Asked about proper length of time for the presentation and reviewed structure.

#### Health Insurance for Union and Non-Union Employees

Have received answer from town attorney that it is legal to use the health insurance offered through union for union as well as non-union employees. Will benefit town and has better coverage. If board approves that insurance, would rewrite that section of contract to reflect decision, would be in affect around April. Kelley moved that the town of Berlin accept the Northern New England Benefit Trust insurance policy as presented. Seconded by Haskin. Passed unanimously.

#### Approval of Licenses, Permits, Vouchers, and Applications

Haskin moved to approve accounts payable warrant number 27, checks 14937-14977 in the amount of \$57,052.59. Accounts payable warrant number W1, check numbers 10001 in the amount of \$29,111.01 to Otter Creek Engineering for construction, admin, and engineering for the water project. Payroll warrant number 17 for January 25, 2015 – February 7, 2015, paid on February 9, 2015 in the amount of \$41,627. Adjusting entries for January 2015, numbers 28-31. Tax admin entry for January 2015, number 10. Seconded by Kelley. Passed unanimously.

#### Appointment of Central Vermont Solid Waste District Representative

Received a letter from VCSWD that it is time to reappoint. Heard from Matt Levine, who expressed interest in being reappointed. Kelley moved to reappoint Matt Levine to Central Vermont Solid waste District. Seconded by Haskin. Passed unanimously.

#### Extension of Purchase Option

Asked for extension on purchase option of the Berlin Water Company, since not quite ready to take that over. Extension until end of the year has been agreed to, needs to be signed by town. Kelley moved to extend the option with the Berlin Water Company to the end of 2015. Seconded by Towne. Towne asked if deposit is taken off purchase price. Second deposit (current one) is to be taken off the purchase price. Passed unanimously.

#### Town Administrator Report

Meeting with DRB regarding enlargement of clinic on Granger Road did not happen as application was withdrawn by the applicant. There will be a meeting March 3<sup>rd</sup> to discuss site plan review to reduce parking at Kohl's to add a bus pull off and new side walk. Planning commission still reviewing proposals on subdivision rules. Received a letter from town of Northfield setting the FY 2016 budget, placed at \$17 per capita based on population of citizens served, bringing it to \$4,845. Highway crews have been busy, overtime budget exhausted. No longer using Colchester loaner truck. Repairs being done on town truck

outside warrantee. Town reports are in. Have had issues with heat in the town office building. Discovered that heat had not been adjusted when building was renovated so thermostats control different areas than it appears. Furnace room door left open and a pipe froze, new lock scheduled to be put on the door. Nelson asked about Hadley's time at the League meeting. Hadley reported that there was concern about web posting to comply with open meeting laws. Concern was not over boards or committees that meet regularly, but those who do not meet as often and report less often.

#### Liquor Control Board

Kelley moved to convene the select board and reconvene as liquor control board. Seconded by Towne. Passed unanimously. Kelley moved to allow Hospitality Management of Rutland doing business as Holiday Inn Rutland Killington to cater the event for the Norwich University Dinner Dance on February 21, 2015 at the Hilltop Inn banquet room. Seconded by Towne. Passed unanimously. Kelley moved to accept the 2015 license renewals for Walmart, Kinney Drugs, CVS Pharmacy, and Simon's. Seconded by Towne. Passed unanimously. Towne moved to adjourn liquor control board and reconvene as select board. Seconded by Haskin. Passed unanimously.

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

Towne moved to approve minutes of Wednesday, February 4, 2015 with noted corrections. Seconded by Kelley. Passed unanimously.

#### Round Table

None.

#### Legal, Personnel and Contract (Executive Session Anticipated)

None.

Kelley moved to adjourn. Seconded by Haskin. Passed unanimously.

For the Select Board:

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Bethany A. Towne