



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

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

**Wednesday, February 21, 2018
7:00 PM**

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

APPROVED MINUTES

Call to Order

Chair Nelson called the meeting to order. Hansen absent; joined the meeting shortly after being called to order.

Changes to Agenda

Town Administrator Hadley asked to remove a discussion concerning revenue accounts to wait for more information. He also asked to remove the appointment of Gary LaRoche to full member on Public Works Board. He is an alternate but the position will be posted first. Asked to add license renewals for the liquor control board. Asked to add an amendment of permission to work in the right of way. Also added the assessing service policy as there was a typo and it needs to be re-signed on the corrected copy. The letter from the Vermont Secretary of Transportation was moved up in the agenda.

Chuck Storrow re: Letter Received From Vermont Secretary of Transportation

Chuck Storrow was present to discuss the letter sent to the Town from the Secretary of Transportation regarding the Town taking over part of the access road to the Berlin Mall. There is an outstanding issue of ownership from discussions about the access road. There has additionally been an issue with permission to clear trees. Mr. Storrow explained that the ideal is for the Town to accept part of the road over to the town. Nelson explained that the letter stated as little as one foot would be acceptable. The rebuttal was that one foot may check a box but the intent was for a public road. The original proposal was 500 feet. Provisions in Act 250 have brought this issue back to the surface. There was discussion about the road being to current standards before the town takes the road over. Lamberton moved to enter into an agreement to accept 50 feet of the Berlin Mall Road from the state highway right of way classified as a class 4 road and issue a maintenance agreement to maintain the class 4 road for 50 feet. Seconded by Towne. Hansen raised concern about agreeing to accept an agreement without an agreement written out already. There was clarification that the motion is intended to note that a maintenance agreement is a requirement. Lamberton revised his motion to state that the town would like to move forward with the drafting of agreements to accept 50 feet of the Berlin Mall Road, to be classified as a class four road, and to draft an agreement for maintenance of that section of road for 50 feet. Towne seconded the revised agreement. Passed unanimously.

Selectboard Minutes

February 21, 2018

Page 2 of 3

Public Comment

None.

Treasurers Report

Treasurer Isabelle gave the Selectboard the January trial balance, budget status report, and delinquent tax report. She will be giving to the attorney delinquent tax properties from which she has received no contact from the owners. It will be a couple of months before they make it to tax sale. She discussed material from a workshop, with VTGFOA, addressing procedures and how to write them to ensure maintenance of policies. There was also discussion about project planning and making the project understandable for the variety of people involved. The most important item that Isabelle attended for was records retention. There was discussion amongst the board regarding how files are kept and the processes for keeping hard copies and digital copies.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve the general fund accounts payable warrant number 18g16 with checks 17848 – 17890 in the amount of \$35,915.61. Also payroll warrant number 18-17 for payroll from February 4, 2018 – February 17, 2018 in the amount of \$38,809.59. Also the reconciled January 2018 bank statements for the general fund, sewer commission, and the water division. Also the January 2018 general journal entries. Seconded by Lamberton. Passed unanimously.

Discussion of Reserve Accounts

Removed.

Appointment of Gary LaRoche to Full Member of Public Works Board

Removed.

Review and Approval of Handout for Town Meeting

Town Administrator Hadley provided a draft copy of a handout for town meeting day for the board to review. The board gave input on the information in the handout and suggested additions.

Right of Way Amendment

The board has previously approved a permit to work in the right of way for three lots on Bartlett. The owner of the lots is asking it be amended to reflect changes needed after additional site work was completed. Lamberton moved to approve the amendment to the curb cut. Seconded by Hansen. Passed unanimously.

Assessing Policy

The policy, previously approved, had a repeat of two words in a sentence and thus needed revision to fix that error. Hadley provided the updated copy for members of the board to sign.

Approval of Previous Meeting Minutes- 2/5/2018

Hansen moved to approve the minutes from the February 5, 2018 select board meeting minutes as presented. Seconded by Kelley. Passed 4-0 with 1 abstained.

Selectboard Minutes

February 21, 2018

Page 3 of 3

Town Administrator Report

Hadley reported that it has been a slow couple of weeks between budget work and town meeting which has given him time for filing and other work.

A letter was received from the state of Vermont regarding the property on Route 12 given to the state for fishing access.

Hadley had with him information sheets from the Spring Selectboard Institute for successful candidates for select board which he will give to new members when it is appropriate.

Though members of the board were already aware, Hadley reported that Dana Marineau, a long-time member of the Public Works Board, passed away in Florida last week.

Town reports are in for town meeting. Nelson suggested having a memorial piece in next year's town report in honor of Dana Marineau.

Round Table

Kelley took a moment to acknowledge that this meeting is the last full meeting for Ture Nelson and thanked him for his help to the town.

Convene Liquor Commission for License Renewal Approvals

Hansen moved to recess the select board and convene the liquor control board. Seconded by Towne. Passed unanimously.

Hansen moved to approve the liquor license renewals for Shaw's, Twin City Lanes, China Moon, and Price Chopper. Seconded by Kelley. Passed unanimously.

Towne moved to exit the liquor control board and reconvene the select board. Seconded by Lamberton. Passed unanimously.

Executive Session

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

Hansen moved to reconvene the Selectboard Meeting, seconded by Lamberton.

Hansen moved to adjourn, seconded by Lamberton.

For the Select Board:

Bethany A. Towne