



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

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

**Thursday, January 3, 2019
7:00 PM**

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

UNAPPROVED MINUTES

Review of FY '20 Town Budget

Towne began the meeting by asking about the tax rate. Town Administrator Hadley explained that the rate is likely to increase by about 2 cents. He and Town Treasurer Isabelle explained how appropriations contribute to expenditures so that number could change after town meeting voting for appropriations. Towne asked for a percent increase. Hadley and Isabelle completed the calculations and answered that there is a 2.3% increase. The police department has a 4% increase. Towne asked if there is money budgeted for Richardson Road and received an affirmative answer. Hansen moved to adjourn the budget session. Seconded by Kelley. Passed unanimously.

Call Meeting to Order

Chair Towne called the meeting to order. Lamberton absent.

Changes to Agenda

Hadley asked for additions: appointment for the planning commission; thank you letter preparation for planning commission resignation; and vote for the budget.

Public Comment

None.

Treasurers Report

Isabelle reported that we are half way through the fiscal year. She is reviewing accounts for any possible posting errors and then will review the accounts to determine if the town is on track.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve accounts payable warrant number 19g13 with checks 18753-18792 in the amount of \$70,925.84; payroll warrant number 19-13 for payroll from December 9, 2018-December 22, 2018 in the amount of \$41,712.91. Seconded by Kelley. Passed unanimously.

Selectboard Minutes

January 3, 2019

Page 2 of 3

Linda Mullen – Fothergill, Segal, & Valley – Review of Audit

Mullen explained funds in the audit to the board and provided a report. She explained the differences between fund types depending on whether the funds are assigned. The audit showed that the recordkeeping is in good order. Hansen moved to accept the audit as presented. Seconded by Kelley. Passed unanimously.

Ordinance – Use of Town Roads for Snowmobiles

Hadley provided the ordinance, which was reviewed and approved by the town attorney. Hansen moved to approve the snowmobile ordinance as presented. Seconded by Kelley. Passed unanimously.

Conflict of Interest Policy

One new requirement for some grants is that the town have an official conflict of interest policy. Hadley presented to the board a proposed conflict of interest policy to review. Hansen suggested adopting the language in the town charter as the policy itself.

Certificate of Highway Mileage

This annual document refers to the number of miles the town has on highways and the figures are used for grant funds. There is no change this year. Hansen moved to approve the certificate of highway mileage for the year ending February 10, 2019 for the town of Berlin. Seconded by Kelley. Passed unanimously.

Budget Approval

The budget reflects an increase of ~\$69,000. The tax rate is set in July after all appropriations are taken into account. It is at that time unappropriated funds can be used to bring down the tax rate. Hansen moved to adopt the budget in the amount of \$3,002,503.00. Seconded by Kelley. Passed unanimously.

Selectboard Minutes Approval – 12/6/2018

Hansen moved to approve the minutes for the Thursday, December 6, 2018 meeting as presented. Seconded by Kelley. Passed unanimously.

Appointment to the Planning Commission

Polly McMurtry has indicated interest in the vacant position. Hansen moved to appoint Polly McMurtry to the Planning Commission. Seconded by Kelley. Passed unanimously.

Thank You Letter

A letter for Jeffrey Farrell, who has stepped down from the Planning Commission, was signed by the board.

Town Administrator Report

Thursday, January 10, is the hearing for the zoning amendment update scheduled to go to voters in March. The policy is to allow residents to take sand from a pile left outside the highway department gate, but the available material is going quickly and at the current rate the town cannot continue to provide it. There is not currently a systematic procedure for monitoring taking of the material.

The downtown designation is getting closer to proceeding. Hadley wanted to alert the board that while there has not been a lot of activity for some time the pieces are falling into place and plans proceeding toward the town center designation. Hadley summed up by saying that the town will need to continue to consider its own interest as this process moves along.

Selectboard Minutes

January 3, 2019

Page 3 of 3

Towne asked about the assisted living project. It was at the DRB and Hadley reported that the meeting went well. Capron asked for more information and Hadley explained that there is a project planned which will purchase or lease land from the mall for apartments and assisted living facilities.

Convene Liquor Control Board – Woodbelly Pizza – Private Party January 6

Hansen moved to recess the selectboard and convene the liquor control board. Seconded by Kelley. Passed unanimously.

Woodbelly Pizza will be catering a surprise party on January 6 at the grange. Hansen moved to approve the catering license for Woodbelly Pizza for the 6th. Seconded by Kelley. Passed unanimously.

Hansen moved to adjourn the liquor control board and reconvene the selectboard. Seconded by Kelley. Passed unanimously.

Round Table

None.

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

For the Select Board:

Bethany A. Towne