



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

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

**Budget Session
6:00 PM**

**Thursday, January 5, 2017
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

Budget Session-6 p.m.

The Board continued discussion on the FY'18 budget.

Selectboard Meeting

Call to Order

Chair Nelson called the meeting to order.

Changes to Agenda

None.

Public Comment

None.

Linda Maclay- Fothergill, Segale, & Valley, CPA's – Audit Presentation for FY '16

Maclay gave a review of the audit. She praised the town for preparedness. She provided explanations for changes that occurred during the audit. Lamberton moved to approve Dana's response to the audit and the corrective action suggested and to accept the audit. Seconded by Hansen. Passed unanimously.

Treasurers Report

Town Treasurer Isabelle reported that she signed the bond for the school renovation project and that she has gone through the information with Merchant's Bank as well. The amount of the note was \$2,997,476. In FY '18, there are two payments to be made. One on July 1 and one on December 31 for a total \$241,462.71. It is a 20 year note. Preliminary work will be done in February and complete in December 2017.

Approval of Licenses, Permits, Vouchers, and Applications

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Hansen moved to approve accounts payable warrant number 17g13 with checks 16786-16823 in the amount of \$90,494.51; also accounts payable warrant number 17w12 with checks 10124-10127 in the amount of \$923.09; also payroll warrant number 17-14 for payroll from December 11, 2016 – December 24, 2016 in the amount of \$44,683.01. Seconded by Lamberton. Passed unanimously.

Signatures on Loan for New Truck

Loan paperwork was reviewed. The loan is through Community National Bank with an interest rate of 1.375% and a loan amount of \$98,969 after trade in of the truck. Hansen moved to approve and sign all three financial documents. Seconded by Lamberton. Passed unanimously.

Review Web Page Town Report

Isabelle put together a report for the webpage, which the board reviewed. No changes were suggested.

Review Selectboard Annual Report

The board reviewed a report prepared by Hadley. A minor grammatical error was discovered and is to be corrected before printing. There was discussion about the dedication of the town report.

Traffic Ordinance

Hadley provided an updated version of the traffic ordinance. He discussed what had been added since the last discussion and what is left to add. Additional corrections were discussed. The board discussed scheduling public hearings but no dates have been set.

Administrative Code

Hadley provided the board with a code he is currently working on revising. Hadley and the board discussed changes to the code.

Lease Agreement with Vermont Department of Fish & Wildlife

The board reviewed a draft agreement. Rob Halpert has suggested a few changes.

2016 Equalization Study Report

Hadley reviewed numbers found in the report. Discussion continued pertaining to the content in the report.

Town Administrator Report

Hadley discussed two subdivisions and the update from the planning commission.

Approval of Previous Meeting Minutes- 12/05/2016 & 12/12/2016 & 12/19/2016

Lamberton moved to approve the minutes for the meeting of December 5 as printed. Seconded by Towne. Passed 3-0 with 2 abstained.

Hansen moved to approve the minutes for the Monday, December 12, 2016 meeting. Seconded by Lamberton. Passed 4-0 with 1 abstained.

Kelley moved to approve the minutes as presented for the December 19, 2016 meeting. Seconded by Towne. Passed 3-0 with 2 abstained.

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Round Table

None.

Executive Session

None.

For the Select Board:

Bethany A. Towne