



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

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

**Monday, July 2, 2018
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

Public Hearing – Town Plan

The finalized town plan was presented at the meeting, including amendments from a previous meeting. There was a brief discussion before the public hearing was closed.

Call Meeting to Order

Meeting called to order by Chair Towne. Capron and Lamberton absent.

Changes to Agenda

None.

Public Comment

None.

Vermont Appraisal Company – Ted Nelson, Tom Cain, and Clarissa Holmes

Members of the Vermont Appraisal Company were present to discuss the Grand List. They explained how solar was accounted for.

Treasurers Report

Town Treasurer Isabelle informed the board that the VMERs rate for employers has changed from 5.5 to 5.62%, the first it has changed in three years. There is \$185,375 in the appraisal account. The assessors are planning to print tax bills July 10 as bills have to be out by July 15.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 18g26 with checks 18208-18230 in the amount of \$16,145.10; also, general fund accounts payable warrant number 19g01 with checks 18231-18241 in the amount of \$46,453; also, to void check number 18228 and also approve payroll warrant number 18-26 for payroll from June 10, 2018-June 23, 2018 in the amount of \$41,168.55. Seconded by Kelley. Passed unanimously.

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Town Plan Discussion and Approval

Hansen moved to approve the town plan as approved by planning commission with the proposed amendments as written at the June 2018 selectboard meeting. Seconded by Kelley. Passed unanimously.

Sewer Division Funding Approvals for Capital Project

The sewer commission has been working to change the sewer line and have run into a few changes. One as to eliminate a Shaw's line and run the line downhill into the Montpelier sewer line but this will not be possible because of the size of the Montpelier line so re-routing is being made with hopes of avoiding another lift station.

- Interim Loan for preliminary engineering costs ~~\$42,215~~ \$42,415

Hansen moved to pursue a loan in the amount of \$42,415 for the engineering for the sewer project. Seconded by Kelley. It was verified that the correct amount is the \$42,415 as moved for by Hansen. Passed unanimously.

- Bond Approval for Project Costs \$2,200,000

Hansen moved to approve the bond for project costs for the sewer project in the amount of \$2,200,000. Seconded by Kelley. Passed unanimously.

Review and Approval of Warning and Notice that includes the Town Plan and Sewer Divisions Funding for August 14, 2018 Voting

Town Administrator Hadley shared with the selectboard the language as it will appear in the ballot. Hansen moved to approve the warning and notice for the ballot items in the primary election set for August 14, 2018. Seconded by Kelley. Passed unanimously.

Selectboard Review and Approval of FY '19 Salary and Wages

When the budget was made, it was put in the budget to offer the non-union employees a 2% raise, which was accounted for in the figures provided to the board. Hansen moved to approve the fiscal year 2019 salary and wages as presented. Seconded by Kelley. Passed unanimously.

Setting of Municipal FY '19 Tax Rate

The need for a slight increase was discussed. There are several projects throughout the town that must be completed. Future cost saving ideas were also discussed. Hansen moved to set the tax rate at 0.5508. Seconded by Kelley. Passed unanimously.

Approval of Audit Agreement

Hadley provided the annual agreement with and letter from the auditors which outlines the responsibilities of the town to assist in the audit. It is traditionally done every year and calls for signature from the Town Administrator and Chair of the Selectboard. Hansen moved to authorize the Town Administrator and Selectboard Chair to sign as presented. Seconded by Kelley. Passed unanimously.

Approval of Selectboard Minutes – 05/21/2018 & 06/04/2018

There was no quorum. Minutes to be approved at next meeting.

Town Administrator Report

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Hadley reported that the winter sand bid has been released and the bids have been requested for July 16. A letter was received from Beth Daut regarding the Emerald Ash Borer that she has asked to be sent out to residents. Hadley suggested sending it with property tax bills. Consensus agreed to have the letter added with tax bills.

Hadley informed the board that a request for bid was sent out again for paving but was retracted because the additional bid was not meant to be released.

The Browns Mill Road speed study is ongoing.

Round Table

Towne asked if, on the bid for the asphalt, the bid can be worded for the job rather than by the ton. There was discussion of that process simplifying the bid in the future.

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

For the Select Board:

Bethany A. Towne