



**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**

**Thursday, July 18, 2019  
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Jeremy Hansen, Vice Chair; Angelina Capron, Secretary; Flo Smith and Justin Lawrence. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

**APPROVED MINUTES**

Call Meeting to Order

Meeting called to order by Chair Towne. Capron absent.

Changes to Agenda

None.

Public Comment

None.

Treasurer's Report

Town Treasurer Isabelle discussed the asset forfeiture program through the Department of Justice. She provided a handout detailing categories the funds can be spent on. There is currently \$11,722 available to the police department. Isabelle provided an update on when she can run tax bills. The state communicated July 26 as the day by which the school tax rate will be calculated. Isabelle explained that she hopes to have the bills out the last few days of July or first day of August.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 20g01 with checks 19368-19418 in the amount of \$98,063.14; also, payroll warrant number 20-01, for payroll from June 23, 2019 – July 6, 2019, in the amount of \$45,195.81; also, the June reconciled bank statements for the general fund, sewer commission, and the water division and the general journal and tax admin entries for June 2019. Seconded by Lawrence. Passed unanimously.

Water Department Cash Flow

The water division continues its work on development of a fourth well. They have received a state revolving fund loan for the startup costs to cover engineering, drilling and permits. It was originally thought that there would be adequate funds to cover the cost of the purchase of the easement although that is not the case. The amount that has been agreed for the easement is \$50,000. One option is to borrow

## Selectboard Minutes

July 18, 2019

Page 2 of 4

\$50,000 from the town. Another option is to borrow from a local bank. The money can be paid back when the final financing of the well is secured. The thought, as of now, is that the well is not immediately needed, but the \$50,000 needs to be paid out by the end of July. The less expensive option is to borrow from the town. Isabelle and the board continued discussing options. Hansen moved to authorize a \$50,000 loan to the Public Works Board for the Water System, to be repaid in one year. Seconded by Lawrence. Passed unanimously.

### Melissa Ardelle – Public Entertainment Venues

Ardelle is interested in creating a venue at the Berlin Mall that would be a “BYOB” facility. The space planned is a comedy club. The mall approved of the BYOB system. The event is a trial run for this type of venue in the area. Hansen moved to request a special event permit for this event. Seconded by Lawrence. Passed unanimously. Hansen moved to authorize Town Administrator, Dana Hadley, to sign for the select board to approve the special event permit. Seconded by Smith. Passed unanimously.

### Road Reclassifications

Hadley reviewed the process for reclassification. There are two methods: the board approves the change, or a change can be commenced by petition. After it is in motion, and the board votes to reclassify, there must be a public hearing with 30-day notice. The board discussed pros and cons with Tim Davis, road foreman.

- Black Road – Class 4 to 3

Lawrence moved to hold a public hearing for the reclassification of Black Road from Class 4 to Class 3. Seconded by Smith. There was a question of ability for the town to only plow a class 3 road or if maintenance is a requirement also. Hansen expressed his opinion that the reclassification is a continuation of neighbor disputes and risks exacerbating existing issues. Motion carried 3-1.

- Coos Trail – Class 3 to 4

Hansen moved to warn a public hearing to discuss reclassifying most of Coos Trail as a Class 4 road. Seconded by Smith. Towne asked if this might be a time to go through all town roads to determine if others need reclassification. The board determined it best to go through the process with these two roads and then move on to additional. Passed unanimously.

### Updated Bridge and Road Standards – Vtrans

Hadley introduced a discussion regarding changes to bridge and road standards due to hydrologically connected road standard updates as required by Act 64. There is nothing being added as the town is already following the standards. The standards cover such items as culverts, driveway access, and guard rails. The action required is that of documentation rather than action. Hansen moved to adopt the town road and bridge standards for the town of Berlin as presented. Seconded by Lawrence. Passed unanimously.

### Discussion Regarding Floor in Town Clerk’s Office

Hadley explained that there are broken tiles in the office floor. They are suspected to be asbestos floor tiles. Hadley consulted with a Mr. Kinnick from the Department of Health who explained that the tiles do not normally pose a health risk because the fibers are locked into the material. He recommended an expert examine the tiles to determine the materials and what action may be needed. An inspector is scheduled for the week of July 22.

## Selectboard Minutes

July 18, 2019

Page 3 of 4

### Winter Sand Purchase

Davis reminded the board that the process for obtaining sand changed from bidding to quotes. He received two quotes – from LaPage’s in Barre and the other from Barren’s in Bolton.

Barren’s = \$7.75/yard

LaPage’s = \$9.50/ yard

Trucking will be \$3.00 per yard from Barre and \$6.00 from Bolton.

Davis discussed sand quality and shared positive reviews from colleagues regarding the sand out of Bolton. Hansen moved to purchase 5,000 yards of sand from the Bolton pit at \$7.75 per yard and \$6 per yard for trucking, a total of \$13.75 per yard. Seconded by Smith. Lawrence questioned the trucking portion, asking if there is a way to save costs. Davis explained the quality of the company the town has used for the past four years and their pattern of being lowest bid historically. Hadley suggested that it may be worth putting to bid again in the future to determine if the same company remains the lowest bid, but no immediate action was planned. Passed unanimously.

Davis asked about the bridge on Lover’s Lane. Hadley has put out requests for proposals from engineers to begin bridge redesign. Hadley is preparing application for state assistance. It will not be a quick fix. The first key process is completion of engineering work.

### National Flood Insurance Program as for Update in Hazard Mitigation Plan

The consultant for the Local Hazard Mitigation Plan asked the Board to note the FEMA based information regarding the National Flood Insurance Program insurance information and repetitive loss property information.<sup>1</sup>

### Signature on Resolution for Grant from Vermont Housing and Community Development

The resolution was voted on at the last meeting, an error corrected, and the final version made available for signing.

### Approval of All Board Minutes – 06/20/19

Hansen moved to approve the Berlin Selectboard meeting minutes from June 20 as presented. Seconded by Smith. Passed unanimously.

### Town Administrator Report

Hadley updated the board on work of the engineer on Richardson Road. There is more testing to be done before the engineer makes a design. The topic will be discussed, likely mid-August.

A vehicle from the police department is going up to bid, to open August 1.

Hadley followed up from the Berlin Corners Cemetery Association topic at the last meeting and the possibility of the town helping maintain the cemetery at some point. Towne suggested selling space for urns as a potential additional revenue source. The board continued to discuss options for the cemetery and potential future action. There was consensus to send a letter to keep dialog open with the association and express the town’s interest in maintaining and preserving the cemetery.

### Round Table

Smith asked if there are reports from each of the commissions and entities in the town. Hadley offered to gather materials.

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<sup>1</sup> The information is attached as an addendum to these minutes

Selectboard Minutes

July 18, 2019

Page 4 of 4

Executive Session

Hansen moved to enter executive session to discuss a personnel matter, pursuant to 1 V.S.A. § 313(2).  
Seconded by Lawrence. Passed unanimously.

For the Select Board:

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Bethany A. Towne