



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

**Berlin, VT. 05602  
Regular Select Board Meetings  
1<sup>st</sup> & 3<sup>rd</sup> Thursday of Each Month**

**Monday, July 20, 2020  
7:00 PM**

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

**APPROVED MINUTES**

Call Meeting to Order

Towne called the meeting to order. Capron attended telephonically.

Changes to Agenda

None.

Public Comment

None.

Treasurer's Report

Isabelle reviewed valuation changes resulting from the tax rate. Based on a \$200,000 home, the FY '20 tax bill was \$4,566.20. In FY '21 that same home receives a tax bill of \$4,640.20, a \$70 increase. Tax bills were sent out and payments are starting to come in. Quinn asked if there is a higher or lower amount in delinquent taxes and Isabelle answered that there is actually a lower amount. Isabelle gave a brief overview of the grievance process.

Approval of Licenses, Permits, Vouchers, and Applications

Smith moved to approve general fund accounts payable warrant number 21g01 with checks 20347-20398 in the amount of \$53,571.62; payroll warrant 21-02 for payroll from July 5, 2020 – July 18, 2020, paid July 22, 2020, in the amount of 47,414.86; also reconciled bank statements for the general fund, sewer commission, and water division; June journal entries and tax admin entry, and June trial balance, budget status, and delinquent tax reports. Seconded by Lawrence. Passed unanimously.

Signatures on Paperwork for Bond Anticipation Loan

Isabelle explained that the document is for the sewer commission extension. She reviewed the terms of the loan and purpose of the document. It was approved at a previous meeting so no motion necessary to sign.

Appointment of Health Officer

Lawrence moved to reappoint Tom Badowski as the town health officer. Seconded by Smith. Passed unanimously.

#### Bid Opening – Road Paving

Town Administrator Hadley received three bids, opened by selectboard members at this meeting.

ST Paving – total cost estimate of \$140,194.

Pike Industries – total cost estimate of \$104,598

United Construction, Corp. – total cost estimate \$122,730.55

Quinn recommended accepting the bid from Pike Industries. Seconded by Smith. Passed unanimously.

#### Staff Resignations

Town Administrator Hadley has chosen to partially retire and resigned from his position as Town Administrator.

The Chief of Police, Bill Wolfe, is retiring September 6.

#### Approval of Selectboard Minutes – 07/06/2020

Lawrence moved to approve the selectboard minutes from 07/06/2020 as presented. Seconded by Smith. Passed unanimously.

#### Town Administrator Report

Hadley shared with the board an email he had just received prior to the meeting from a resident asking if the town will require masks be worn.

The contractor from the sewer project informed the board that the culvert under Fisher Road is in disrepair despite the last inspection reporting that the culvert was acceptable. There was some surprise that the culvert had passed an inspection previously.

#### Roundtable

Lawrence reviewed town policies and discussed the trail bridge. It is his impression that the width can be adjusted based on the class 4 trail status and existing policies.

Smith thanked Hadley for his time with Berlin and expressed an interest in discussing ways to make leadership transitions smoothly.

#### Executive Session

Lawrence moved to enter executive session to discuss a personnel matter. Seconded by Smith.

For the Select Board:

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Bethany A. Towne