Town of Berlin
Municipal Office Building
108 Shed Road

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

Monday, June 2, 2014
6:30 PM

Selectboard Members: Ture Nelson, Chair; Roberta Haskin, Vice Chair; Jeremy Hansen, Secretary; Brad Towne and Pete Kelley. Present: Jeff Schulz, Town Administrator, Diane Isabelle Town Treasurer. All items are unanimous unless otherwise noted.

UNAPPROVED MINUTES

Call to Order

Called to order by Chair Ture Nelson.

Public Comment

None

Treasurers Report

Personal property tax done. Getting letters out and records done, about a 50 hour project. Assessor worked with Isabelle. Norb to be showing Isabelle program on the website, so that she will be able to make changes on the site. Delinquent tax report provided to board. Provided copies of delinquent tax agreements. Three properties where attorneys have sent tax sale notice. Nelson asked about payment from water supply planning loan, as it had been mentioned at last meeting. March 3, warrant approved including check to Water Creek Engineering. The minutes reflected that reimbursement of that check would be made upon receiving payment from water project planning loan. Schulz mentioned that reimbursement request has been submitted.

Approval of Licenses, Permits, Vouchers and Applications

Hansen moved to approve licenses, permits, vouchers, and applications, including: check warrant report 38, in amount of $12,780.71, dated June 2; check warrant report 39, in amount of $61,181.84, dated June 2, 2014; payroll warrant 24, in amount of $39,563.30, dated June 4, 2014. Seconded by Towne. Passed unanimously. Nelson stated that there was a check for Otter Creek Engineering, to be reimbursed to general fund from water supply planning loan. Check 13211, in amount of $26,700.00.

Purchasing Policy

Isabelle discussed adding to the policy to clarify the current policy. Mentioned working with others to review and discuss the purchasing policy and possible changes. Mentioned not being used to Lemrick system, getting familiar with it. Nelson asked if there were any suggested revisions. Schulz received two comments. One mentioned adding a Vermont business advantage on bids. Hansen read the considerations outlined in the policy, mentioned that local business could be added to the list of considerations. Schulz mentioned a section that requires three bids if purchase price over $100, suggested changing that. Recommended removing requirement for quotes under $5,000. After some discussion, was decided that it

should be for under $1,000. Nelson mentioned he would like the policy to state that all credits to be approved by the board. Also, under major purchases, that the purchases not to be split into smaller purchases to avoid bid/quote requirements. Nelson's final suggestion that process be put in for recurring costs to be reevaluated every 3-5 years.

Request to work in ROW- Anne and Richard Dielensnyder- 896 West Hill Road

Anne Dielensnyder present to discuss the topic. Wanting to dig in the ROW to replace culvert and reset driveway culvert. To be done by Kingsbury Construction. To be done on the edge of the ROW. Towne moved to accept the request to work in the right of way. Seconded by Hansen. Passed unanimously.

Road Paving Projects

Road paving to go out to bid. Application sent to state for grant money for paving. $175,000 received last year, used for Cox Brook. Decision has not been made on paving grant for this year, typically every other year a town may receive grant. If grant received, possibly used for Paine Turnpike. If grant not received, thoughts on paving Hershey Road and section of Crosstown Road. Cost would be just over $85,000. Need to decide other roads to pave. Budget of ~$140,000. Some discussion about putting funds in reserve. Should hear from state soon about status of grant.

Request from Central VT Chamber to Transfer Sewer Force Main Easement

Correspondence from Vermont Chamber received. Formal request received asking that the town take over sewer force main easement and sewer lines within it. Chamber not looking for town to take over pump station, just force main. If town to own that infrastructure, no issue for Northfield Savings to connect. Those from chamber feel would be easier for all involved if the town owned that infrastructure. Town attorney did not find any major concerns with the town taking over easement of force main, but had questions on what type of legal document would work. Also would want inspection and certification that the system works properly before transfer. Kelley asked if Chamber would be responsible for pumps, which they would. Towne asked about how freezing would be prevented. Schulz responded that there were concerns that freezing due to underuse of the system, which could be remedied by additional use because of Northfield Savings. Also insulation, which the Chamber would do. Towne expressed concerns with the town taking over a sewer line that could be problematic. Discussion continued about attending meeting of the Sewer Commission. Schulz mentioned he has not heard of issues with that sewer system other than minor freezing.

Legal Agreement VLCT

Lawsuit against town, a mediation took place and was attended by Schulz. To be discussed in executive session.

Water Supply Project

Mark to attend next meeting to update board on final plans, will have list of all those who have signed on. Only issue is a user debating ERUs. Had been discussion previously about asking for an increase on the grant, not able to be approved currently. Haskin asked for updated spreadsheet of expenses to be at the next meeting.

Town Administrator's Report

Public hearing held by the state about petition of rules on the Berlin pond. Was well attended. Discussion continued about letter that was sent pertaining to the board's position of supporting continued access to the pond. Hansen voiced concern about an additional recipient being added. Haskin voiced concern about an additional paragraph of language being added to the letter. Schulz mentioned that the draft had been emailed to members of the board, material was sent back from Warnick and Nelson and then modifications

were made to the letter. Kelley asked if there was violation to the open meeting rules because of that correspondence. Discussion continued about the letter that was sent.
Letter drafted to Central Vermont Hospital, in an effort to give them an update and that the project is moving forward and the hospital has a chance to connect.
Signed a document related to the truck bid. Clark's has necessary documents.
In regards to animal control, last invoice sent back to Barre Town because of lack of detail. No response received as of yet.

Approval of Minute(s) of Previous Meeting(s)

Hansen moved to approve the minutes of the May 19, 2014 Berlin Select Board meeting. Seconded by Kelley. Motion carried 4-0, with 1 abstained.

Round Table

Nelson received call from resident upset about guard rails on Dog River Road. Explained that it was a state project. Also asked about guard rail on Junction Road. Nelson mentioned he was not familiar with that guard rail. Resident mentioned an agreement made several years ago about that guard rail being reset. Was curious about allegation of money and prioritization. Towne discussed the guard rails on Junction Road. Mentioned there is a section where the rails could be pulled and reset.
Hansen received an email asking when Maplewood's was doing their last project/update to their parking lot. Mentioned an option of a cut through for trucks to exit onto Paine Turnpike. Asked if that was a possibility and why that did not go forward. Schulz discussed that there are plans for development in the area, and the possibility was raised. Developer would be willing to incorporate that arrangement in their plans. Hansen also brought up adding charter changes to the select board goals, asked that it be added to agenda at next meeting. Also mentioned further discussing and presenting hybrid town meeting idea. Mentioned that details on local options tax in Rutland Town had not yet been discussed or reviewed as had been mentioned when Pat McDonald talked to the board several meetings ago, so would like to discuss those details.

Legal, Personnel and Contract (Executive Session Anticipated)

Hansen motioned to move into executive session for reason of legal, personnel, and contract. Seconded by Haskin. Passed unanimously.

Motion by ___ and seconded by ___ to exit executive session and adjourn the meeting. Motion carried _-0.

For the Select Board:

_____
Bethany A. Towne

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Special Meeting

Thursday, May 29, 2014
5:00 PM

Selectboard Members: Ture Nelson, Chair; Roberta Haskin, Vice Chair, Jeremy Hansen, Secretary; Brad Towne, and Pete Kelley. Times are advisory only. Agenda items may be discussed earlier or later than indicated times. Minutes from this meeting will be available on our website.

AGENDA

5:00 Call to Order
5:05 Personnel, Legal, (Executive Session Anticipated)

For the Select Board:

Jeff Schulz - Town Administrator

DISTRIBUTION: Berlin Boards, Commissions, and Committees, ORCA Media Channel 17, CCTV Channels 7&23, Berlin Elementary School, Town Attorney, Municipal Office Building, Maplewood Convenience Store, Shaw's Supermarket,. Town Web Page: www.berlinvt.org.