



**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, June 1, 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

Capron absent.

Changes to Agenda

Town Administrator Hadley asked to add a discussion on a letter to support Central Vermont Fiber.

Public Comment

None.

Treasurer's Report

Town Treasurer Isabelle discussed the use of credit cards to pay taxes and other fees. More income is coming from credit card use which continues the upward trend. The card user pays the fees rather than the town absorbing fees.

Auditor's Confirmation of Understanding Letter

This letter is signed annually as an understanding of what is expected in the audit process. The town is on year 2 of a 3-year contract and the cost this year is \$14,500. There is not a single audit this year. Lawrence moved to approve the letter to Fothergill, Segale, & Valley and authorize Towne and Hadley to sign. Seconded by Smith. Passed unanimously.

Approval of Licenses, Permits, Vouchers, and Applications

Smith moved to approve general funds accounts payable warrant number 20g22 with checks 20229-20246 in the amount of \$49,501.84; payroll warrant 20-24 for payroll from May 10, 2020 – May 23, 2020, paid on May 27, 2020 in the amount of \$40,288.53. Seconded by Lawrence. Passed unanimously.

Cathleen Gent and Matthew Levin – Central Vermont Solid Waste District

Gent, General Manager of the CVSWD, discussed the ongoing hunt for a location to build a new facility. The district received a \$500,000 grant from the state and have \$594,000 in their budget to put toward the project. The district plans to move forward with looking at properties in the area and plan to open the

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facility in the spring of 2022. Towne asked Gent to elaborate on household hazardous waste, the subject material of the new facility. Gent explained that it is hazardous wastes such as automotive products, cleaning products, poisonous or toxic labels, or any product typically used in the household that are difficult to dispose of. Pesticides are included in the category. Levin clarified that the household hazardous waste is the core motivation for the facility but the district will review programming to determine how to appropriately expand the facility. Lawrence asked what the facility will do. Gent answered that the materials will be accepted and held at the facility until properly transported away. Currently the district accepts these materials periodically but will be able to service the community constantly with this facility. Gent discussed that only one seasonal event required postponement due to Covid-19 precautions. Quinn asked how the district measures volume in the programs and whether the demand increases. Gent explained that the number of participants and the amount of liquid waste are measured. Last year there was more participation and volume at each event. Levin explained that the district maintains numbers and data. Towne asked about the status of the state law requiring composting. The law goes into effect July 1 and bans food scraps in landfills. The law is still scheduled to go into effect. ARCS (Additional Recyclables Collection Center) in Barre City, which accepts materials not able to be recycled in other ways, closed for a couple months due to covid-19 but is now open again. They accept paint, batteries, bulbs, computer and television electronics, and food scraps. They plan to accept more by the summer. Towne asked about plastics; that is a material they hope to take by the summer. Curbside sales of composting equipment are scheduled and information is available on the district's website. Hadley asked how covid has affected the district's budget. Gent explained there is a slight decrease in revenues and they are taking a hard look at expenses for the next fiscal year. A brief discussion continued regarding the budget. Levin explained the unique funding stream from grants. The core budget is one that the district keeps a close eye on but there are, at times, large influxes of income due to grants.

### Josh Walker – Black Road

Walker provided the board a letter and materials from the Berlin Fire Department and State codes regarding the access width of a road for fire and emergency purposes. The letter expressed a need of 20 feet, that figure is reflected in state fire code. Walker asked for 25 feet to account for maintenance and space for snow in the winter. Quinn moved to widen the roadway to 20 feet. Seconded by Lawrence. Passed unanimously.

Changing topics, Walker informed the board that VAST would donate the steel beams for the bridge that needs repair if the trail could be made from Black Road to Brookfield Road.

### Discussion on Road Grader Following Oil Test

The board discussed the results of the oil test. Towne was especially concerned with the copper level in the test compared to other metals. Quinn asked about the cost to rebuild the motor. Davis was unsure of that particular cost but mentioned that there are other issues with the grader estimated at \$50,000 to repair. One company provided a trade in estimate of \$65,000. The grader is paid for. There was discussion of availability of funds for repairs or a new grader. The funds would not be available to pursue purchase until September or later, depending on July tax payments. One of the most pressing issues is the condition of the front tires which are smooth with metal showing. Davis asked about lease purchase options. Towne thought it would be best to get prices. The company that tested the oil recommended it run awhile longer and then retest the oil. Towne suggested doing this and looking at costs in the meantime. The board reached consensus on this plan.

### Signatures for Approved All-Hazards Mitigation Plan Approved at 5/18/2020 Meeting

The board signed the previously approved Plan.

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### Central Vermont Fiber Letter of Support

CVFiber asked that the board sign a letter of support for their pursuit of grant funds. Hadley read the proposed letter to the board. Smith moved to approve signing of the CVFiber letter of support. Seconded by Lawrence. Quinn discussed the goals of groups like CVFiber and explained his support for the project because it does not cost tax payers through town taxes but provides benefit through fiber optics. He explained that, being a member of the cabinet, he would abstain but supports their mission. Passed 3-0 with 1 abstained.

### Town Tree Taps

Hadley explained that, some time ago, Northfield leases taps for trees during sugaring season. Hadley received a call this week from Joe Mangan, who also is the individual that maintains the town cemeteries. He taps trees in the Northfield town forest. He would like to have a similar arrangement with Berlin. Hadley also heard from a member of the Conservation Commission who was against tapping the town trees due to it working to the detriment of the trees. Members of the board asked Hadley if he could obtain the Northfield contract to review what a similar agreement may look like.

### Approval of Selectboard Minutes – 05/04/2020, 05/12/2020 & 5/18/2020

Lawrence moved to approve the selectboard minutes from May 4 and 18, 2020. Seconded by Quinn. Passed unanimously.

Smith moved to approve the minutes of the special meeting on May 12, 2020. Seconded by Quinn. Passed unanimously.

### Town Administrator Report

Town Administrator Hadley started his report with a discussion of the Town Road Policy. The last time it was discussed was during a zoom meeting. It is still a work in progress. Discussion continued, including scenarios and situations that are preferable to avoid and how best to set the density required for the town to take over responsibility of a road. Hadley specifically discussed Rowel Hill Road as the state contacted him regarding credits the town received for that road.

Hadley discussed the town center designation and updated on the progress moving forward. There is a grant to pay the planner.

Regarding Lover's Lane bridge, Hadley explained that there has been no progress since Covid-19. He will move forward on acquiring cost estimates for re-decking the bridge as the stringers are fine. Now that businesses are open again he is able to move forward.

Hadley briefly mentioned tax stabilization and he will approach the economic development committee about a review. Lawrence is concerned that the policy does not meet the needs of the town.

Hadley provided an estimate for the wall of the Town Clerk's office. The estimate for repairs is \$28,000. The insurance company will pay \$20,500. The insurance company suggested putting the repairs out to bid. The building is safe but the repairs should not be put off long. Hadley will put out an RFP for the work.

At Colby Cemetery, a resident offered to give the town the land to straighten the property line. The survey was going to be put out to bid and Hadley asked if the board is interested in moving forward with the survey. The board did not express urgency.

The Richardson Road project is of high priority and Hadley checked with the board that they wish to move forward with the project. Because of its need the board is supportive of that project.

The sewer project on Paine Turnpike North that will close the road during the day July 8 is still planned to occur. There are signs announcing the closure.

Towne asked if there is a day scheduled for closing Fisher Road. There is not currently a set date for the paving.

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Roundtable

Lawrence asked when the RFP goes out for roadside mowing. That is normally put out in June.  
Quinn asked about having added topics posted ahead of time should residents or others be interested in participating in the discussion.

Executive Session

None.

Quinn moved to adjourn. Seconded by Smith. Passed unanimously.

For the Select Board:

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Bethany A. Towne