Town of Berlin
Municipal Office Building
108 Shed Road

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

Monday, June 16, 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. Kelley absent.

Public Comment

None

Treasurers Report

Budget status report for month of May provided to board. Delinquent tax report update to be emailed. Some reports have been posted to the website. Working on collecting payment through credit cards. Auditors to be in on Wednesday and Friday. Attending auditing seminar on Thursday. Schulz mentioned that on the budget status sheet, awaiting payments from state.

Approval of Licenses, Permits, Vouchers and Applications

Hansen moved to approve licenses, permits, vouchers, and applications. Starting with check warrant report number 40 dated June 16, 2014, checks 13239-13263 in the amount of $40,239.02; payroll warrant number 25 dated June 18, 2014, in the amount of $35,908.04; bank reconciliation for the month of May 2014; adjusting entries for the month of May 2014 number 59-68; two tax item adjustments for May 2014, one in the amount of $577.50 and one in the amount of $163.55. Seconded by Towne. Passed unanimously.

Purchasing Policy

Schulz mentioned that at the last meeting, there was discussion about updating the purchasing policy. First item up for possible change under section 2, definitions. To change regular purchases to read 'those purchases calling for delivery of goods or services in the amount less than $5,000 and greater than $1,000'. There may have been discussion at previous meeting as to whether the lower number should be $500 or $1,000. Next item pertains to bidding and major purchases. Board was concerned about major purchases being made as part of the bidding process being divided to avoid bidding. Schulz updated policy to read 'Major purchases shall not be separated into smaller elements to avoid the formal bid process. Purchasing agent shall rebid all reoccurring major purchases every three years.' Next, added a phrase about lines of credit and leases to read 'All lines of credit, leases, and other financial product purchases shall require approval of the select board.' Next subject was discussion of a purchase order system, with general feeling of the board in favor of having a purchase order system. Isabell put together some material in regards to the

topic. Hansen mentioned that he received an email from someone asking about the policy on repairs, and that repairs may be worthwhile to put out to bid. Person who sent email voiced that they felt the town may be getting overcharged currently. Hansen moved to accept the updated purchasing policy. Seconded by Towne. Passed unanimously.

Emergency Management Committee

Economic Development Committee had been discussing that there needed to be some work done with the Emergency Management Committee, so thought it should be brought to the Select Board to discuss. Wanda, present member of Economic Development Committee, mentioned that a storage space is needed for items from Red Cross currently in her garage. Also need a direction for Emergency Management Team. Emergency Management Plan not completed. Another training for shelter volunteers. Shelter agreement needs review and signature. Mentioned that plan probably needs to come first. Hansen suggested starting with any paperwork that can be completed fairly easily. Some discussion continued about where to start to make progress and was mentioned that the state changed the plan structure from what it was like before.

Water Supply Project

Schulz had asked Youngstrom to attend, but did not feel it necessary. Did let Schulz know that plans are at 95%, all necessary sign off from state received. Need to finalize a couple easements that should be easily completed. Town will need easement from those at Berlin Mall and from the main trunk line on Airport Road across Berlin Rehab property. Just under 200 user agreements. Does not include a large user who has agreed but not sent paperwork back.
Attendee at the meeting to discuss his needs and some of his project. Wayne Lamberton at meeting to discuss. Willing to sign on, but in a predicament. Large project he is going to the DRB with. Need water to start that project. Cannot open it without water. Large convenience store with rest stop/visitor center component. Public Safety has agreed to give permit to build, but not to open without the water. Completion date of July 2015. Wanted to know how many ERUs to get started. Schulz responded 350-360. Schulz mentioned there has been discussion of future allocation. Lamberton willing to purchase allocation and have their sewer line built, need the project to start. Project can be put to bid in 5 weeks when asked to go to bid. Hansen moved to authorize the town administrator to put the water system construction project out to bid on July 8, 2014, contingent upon suitable agreements following the meeting between town administrator, Mr. Lamberton, and Otter Creek Engineering. Seconded by Haskin. Passed unanimously. Schulz mentioned the state has reimbursement request for $25,000. To be processed within 10 days, so should be received before end of June. Having conversations with state about what has not been reimbursed.

Guard Rail Replacement Project- Junction Road

Emails and calls received about condition of guard rails on Junction Road. Road foreman present to discuss. Mentioned that it is leaning, looks short and is in rough shape. Will attempt to pull up with excavator, but concerns that they may not stay due to lack of land behind them as they are on a river bank. Believes some of the railing itself can be salvaged, replacing panels that are in poor condition individually. Discussion continued about which sections will need the most work and how the rails would be replaced. Resident was present and voiced concerns about communication, asked that the town let residents know when work would be done as she had lost access to small parcel of land when guard rails put in. Next step to see what can e salvaged, what needs replacing, and what grants may be available to apply for. Discussion continued about possible ways to reset the guard rails and improve the road.

Request to Work in the Right of Way- Gary LaRoche- East Road

Looking at purchasing property, will need to make curb cut to make a driveway for the property. Hansen asked if the official request form was available. Hansen moved to approve the curb cut permit and request to work in right of way on East Road, contingent that board receives the two page request to work in right of way application. Seconded by Towne. Passed unanimously.

Gravel Bids

Road foreman reviewed problem of flat tires with current provider of material. They have said that they will change the material. Will go through process that makes the stone less sharp.
North East Materials, Websterville: ¾" stone, delivered for $13, $8.40 at pit. 1 ½" material, delivered $14.35, $10.43 at pit. Have their insurance.
Pike Industries, Berlin: ¾" stone, delivered for $13.70, at the pit for $8.79. 1 ½" material, delivered for $13.70, at the pit for $8.79. Have their insurance.
Lague Inc., Berlin: No delivery price. Both ¾" and 1 ½" listed at $12.50 at the pit. No other documentation.
Hansen moved to accept the bid for ¾" gravel from North East, which was $8.40 at the pit and Pike's quote for 1 ½" at $8.79 at the pit. Seconded by Towne. Passed unanimously.

Winter Sand Bids

One bid received, from McCullough Crushing. $11.60 delivered, $7 at the pit. Pit is located in South Barre. Hansen moved to accept McCullough Crushing's bid. Seconded by Towne. Passed unanimously.

Wood Chipper Bids

Essex Equipment, Essex Junction VT: Morbark M12R $30,600.
A Lewis Equipment, LLC Middlesex, VT: Brush Bandit 990XP $29,935.30, Brush Bandit 1390XP $39,026.00 (had drum larger than needed on the 1390 model.)
Nortrax: Morbark M12R $32,000
Due to item not being in budget, would have to be financed.
Hansen moved to table the topic for further discussion of financing. Seconded by Haskin. Passed unanimously.

Road Paving Projects

Email received from state that the town did not receive a highway grant. Budget is $140,000. Estimate for Hershey Road paving $60,000. First section of Crosstown Road also considered. Those two projects estimated at a total of $88,000. Paine Turnpike North will need to have some work because of pot holes, road is thin. Needs coat over top. Hansen moved to go to bid on Hershey Road and section of Crosstown Road (Turner Hill) and some shimming on Paine Turnpike. Seconded by Towne. Passed unanimously.

Request for Reduction in Speed Limit- Route 2

Does not have to go through the town. Business owners on Route 2 concerned, would like lowered. State road, not managed by the town. Schulz to write a letter of support in reviewing the speed limit.

Charter Changes

Over the last year, board has discussed changes to town charter. Some items are house-keeping items to tidy up the charter. Decided to start outreach to form a committee.

Request from Central VT Chamber to Transfer Sewer Force Main Easement

To be discussed in executive session.

Request to Cater Liquor- Hilltop Inn- 3472 Airport Road

Hansen moved to adjourn the select board and reconvene as liquor control board. Seconded by Towne. Passed unanimously. Request to cater alcohol at Hilltop Inn for wedding reception. June 27-28. One time request. Hansen moved to accept the request to cater liquor at the Hilltop Inn. Seconded by Haskin. Passed unanimously. Towne moved to adjourn the liquor control board and reconvene as select board. Seconded by Hansen. Passed unanimously.

Town Administrator's Report

Schulz provided in packet of materials correspondence drafted to state in regards to pilot payment for State Hospital.
Some information about health insurance rates from Blue Cross, proposing 9.8% increase. Chances are this is not final number as it has to be approved by state. Increase largely due to state and federal mandates. Becoming difficult for towns to fund increases.
Proposal for contract with RB Technologies for purchase of server.
Correspondence from Public Service Board issuing certificate of public good for sale of Berlin Water Company to town of Berlin.
Discussed road closure on Route down to Barre-Montpelier Road. Work to be done on bridge. Road closure to be delayed. State now asking that there be a public hearing. Towne asked what the result would be of the hearing. Schulz responded that it may be for discussion of detour routes.
Hansen asked if there is an update on the animal control officer. Turning into a situation, someone can be present at another meeting to discuss.

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

Hansen moved to approve the minutes for Thursday, May 22, 2014 special meeting. Seconded by Haskin. Passed 3-0, 1 abstained.
Hansen moved to approve the minutes of the Monday, June 2, 2014 regular select board meeting. Seconded by Towne. Passed unanimously.

Round Table

Haskin received email from resident opposed to bike lane on Barre-Montpelier Road.
Nelson mentioned that Rutland did test run on a portion of road on Woodstock Avenue, went back to normal flow of traffic.
Nelson mentioned that he emailed everyone summary of changes of open meeting law. Discussed some particular topics in the document, much pertaining to minute posting policies.
Letter received from League that included findings and feedback from hazard survey at town garage. Schulz working with Tim to come up with something for next meeting.
Email from Jeremy in regards to Regional Public Authority, working on petition.

Legal, Personnel and Contract (Executive Session Anticipated)

___ motioned to move into executive session for reason of legal, personnel, and contract. Seconded by ___. 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