



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

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

**Monday, June 18, 2018
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Jeremy Hansen, Vice Chair; Wayne Lamberton, Secretary; Pete Kelley and Angelina Capron. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

APPROVED MINUTES

Call Meeting to Order

Kelley and Capron absent.

Changes to Agenda

None.

Public Comment

No public comment

Treasurers Report

The Treasurer gave her report and discussed the Auditor schedule they will an on-site visit, August 29 to complete the gathering of preliminary information and the Audit itself on October 2nd and 3rd. The Board of Abatement is meeting on Tuesday, June 26th. She provided the Board with the May financials.

Approval of Licenses, Permits, Vouchers, and Applications

Lamberton moved to approve general fund accounts payable warrant 18g25 with checks 18161-18207 in the amount of \$111,524.76. Also general fund accounts payable warrant nsb03 in the amount of \$5,970.53. As well as payroll warrant 18-25 for payroll May 27, 2018 – June 9, 2018 in the amount of \$44,650.44. As well as May general journal entries, May tax administration entries, reconciled May bank statements for general fund, water division, and sewer division. Seconded by Hansen. Passed unanimously.

Approval for Forgiveness of Balances Under \$5

The Treasurer has fourteen tax accounts that have balances under \$5. The Board has forgiven these very small balances in previous years.

Motion: Lamberton/Hansen to authorize the treasure to forgive tax balances under \$5.

Approval for forgiveness of penalty for late filers.

Motion: Hansen/Lamberton to waive late fees for late filers of the Vermont State Tax Return

Approval of Transitional Work Policy

Reserve Account – Carry Overs

The Town Administrator discussed funds to be reserved from the FY'18 budget.

Motion: Lamberton/Hansen approve the recommended carry overs from the FY'18 budget¹
Josh Walker – Black Road

Walker was present to bring to the board's attention an ongoing right of way dispute on Black Road.

Bid for Road Paving

Town Administrator Hadley returned to this meeting with more information about the bids received at the last meeting. There was discussion to determine who would be lowest bidder after miscommunication about what was needed in the bids. Lamberton moved to accept Pike's bid with the amendment given that they will deliver the recycled asphalt to the town garage. Seconded by Hansen. Passed unanimously.

Bid for Roadside Mowing

The board reviewed the bids. Lamberton moved to approve the bid from Darnell Dexter for roadside mowing for \$5000 plus an hourly rate of \$65 an hour. Seconded by Hansen, Passed unanimously.

Brown's Mill Road – Speed Limit Change Request

The board discussed a speed study. The topic is ongoing as more data is being collected.

Participation in Municipal Roads Grant-In-Aid Program

Hadley asked for the board's approval to participate in the program to aid in completing the 24 page permit application. Hadley provided a letter stating that the town intends to participate. Hansen moved to approve signing of the letter of intent to participate in the municipal roads grant in aid program. Seconded by Lamberton. Passed unanimously.

Approval of Selectboard Minutes – 05/21/2018 & 06/04/2018

Hansen asked for clarification on items within the minutes, to be provided for the next meeting.

Town Administrator Report

Hadley reported that a grant, the FEMA pre-disaster mitigation grant, to help prepare the disaster mitigation plan update has not been approved and the current plan is out of date. The recommendation given was to wait until the grant is ready to move forward rather than to begin work and apply the grant to the started work.

Hadley provided a calendar to the board for review which outlines meetings, topics, and tasks.

The assessors have finished the grand list and will be at the July 2 meeting. Hadley gave positive feedback regarding the current assessors.

Approval for the bond for the water division and approval for the master plan ballot will take place July 2.

Round Table

¹ List of carry overs included as an addendum to these minutes

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Hansen discussed hearing from a resident on Rowell Hill Road about drainage issues which could affect the cemetery.

Convene Liquor Board

Hansen moved to recess the selectboard and convene the liquor control board. Seconded by Lamberton. Passed unanimously.

Lamberton moved to approve outside consumption permit for Foy Enterprises, LLC d/b/a Dog River Brewery. Seconded by Hansen. Passed unanimously.

Hansen moved to adjourn liquor control board and reconvene the selectboard. Seconded by Lamberton. Passed unanimously.

Lamberton moved to adjourn. Seconded by Hansen. Passed unanimously.

For the Select Board:

Bethany A. Towne