



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

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

**Monday, June 19, 2017
7:00 PM**

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

APPROVED MINUTES

Review of the Warrants

Public Hearing- Administrative Code

Hadley reviewed updates made to the code.

Call to Order

Chair Nelson called the meeting to order.

Changes to Agenda

Hadley added an action item after the executive session. An item for the liquor control board was added.

Public Comment

None.

Approval of Administrative Code

Lamberton moved to approve administrative code as presented with the recommended change in section 7 that describes that the Town Administrator will maintain this code. Seconded by Kelley. Passed unanimously.

Treasurers Report

Town Treasurer Isabelle informed the board that the preliminary audit has been scheduled for August 22. The audit itself is scheduled for September 12-13. Nelson asked a clarifying question regarding tax payments. Lamberton asked a clarifying question regarding money indicated for the police department.

Fire Wall- Computer Server

Hadley reviewed the fire wall problem. Hansen discussed the device and his suggestions. Lamberton moved to approve the purchase of the new fire wall. Seconded by Hansen. Passed unanimously.

Waive of Fee for Residents who File Vermont Income Taxes Late

Isabelle discussed the penalty for being late and mentioned that the town normally waives the fee. Hansen moved to waive the fee for residents who file Vermont income tax late. Seconded by Towne. Passed unanimously.

FY '17 Carry Overs, Reserves, and FY '18 Wages¹

Hadley discussed the money that is being carried over to the new fiscal year as well as reserved funds. Lambertson moved to approve the adjustments to the FY '17 by the budget items as listed. Seconded by Hansen. Passed unanimously.
The board discussed FY '18 wages. Hansen moved to approve the fiscal year 2018 wages as presented. Seconded by Kelley. Passed unanimously.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve the general fund accounts payable warrant number 17g25 with checks 172??-17256 in the amount of \$89,054.43. Also the water division accounts payable warrant number 17w22 with checks 10158 in the amount of \$20.00. Also payroll warrant number 17-26 for payroll from May 28, 2017 through June 10, 2017 in the amount of \$40,026.71. Also the May reconciled bank statements for the general fund and water division and the May general journal entries and tax admin entries. Seconded by Lambertson. Passed unanimously.

Black Road- Class 4 Maintenance Plan

Hansen moved to table this item to the next meeting. Seconded by Towne. Passed unanimously.

Paving Bid Recommendation

Hadley provided an overview of the bids. It was recommended that the bid be given to J. Hutchins, Inc. with a total of \$104,205.50. Lambertson moved to accept the bid of J. Hutchins, Inc. for the paving for \$66.50 per ton and allow Tim to get as much paving done with the money he has. Seconded by Hansen. Passed unanimously.

Bid Openings

- Cleaning Services- Municipal Offices:
Two bids received.
Floors R Us- Twice per week \$75, once per week \$40
Juanita Mathis- weekly \$90, Wednesday and Saturday \$140
Hadley asked that the board allow it to be looked over before voting. Hansen moved to table to the next meeting. Seconded by Towne. Passed unanimously.
- Truck Aggregate:
Four bids received.
Hebert Excavation- Price for hauling from Hebert stockpile to town garage- \$3.85 per cubic yard. Sand only.
Adam Stone- Pit to shed \$5.00 per cubic yard. If extended to October dropped to \$3.86 per yard.
Newton Excavation- \$4.00 per cubic yard of sand. Plant mix \$3.15 per ton. Extension offers were made.
Corbett Trucking- Trucking of aggregate gravel 5000 tons 1.5" and 5000 ton .75" stone for \$3.75 per ton. Sand from Hebert pit for \$3.30 per yard for 5000 yards.

¹ Details of FY'17 Budget Items reserve adjustments are attached

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Hansen moved to accept the bid from Newton Construction at \$4.00 per cubic yard for winter sand and \$3.15 per ton for the two different types of plant mix. Seconded by Lamberton. Passed unanimously.

- Baler Chopper- Landscape Mulcher
Champlain Valley Equipment- \$5,922.07 total. Details of price for each piece was included.
Lamberton moved to accept the bid on the mulcher. Seconded by Towne. Passed unanimously.

Police Department Cameras

Chief Wolfe was present to discuss the quotes received for cameras. Technology features were discussed. . Lamberton moved to approve the purchase of eight cameras and recording device for the police department in the amount of \$4,225.20. Seconded by Towne. Passed unanimously.

Peddler's Permit- Gary Hathaway- Ice Cream Truck

Hansen moved to approve the peddler's permit for Gary Hathaway. Seconded by Lamberton. Passed unanimously.

Approval of Previous Meeting Minutes- 6/5/17

Lamberton moved to approve the minutes as printed with the noted correction. Seconded by Hansen. Passed 4-0 with 1 abstained.

Town Administrator Report

- Living Agenda- Hadley discussed being close to what he calls the living agenda.

Round Table

Lamberton discussed an email he received regarding the guard rails on Junction Road.

Liquor Control Board

Hansen moved to recess the select board and convene the liquor control board. Seconded by Towne, Passed unanimously.

A catering license was requested for a wedding at the Dodge Farm on Airport Road on Saturday July 1 from Out-Bev, Inc. doing business as The Mad Taco from Waitsfield. Hansen moved to approve the catering license for July 1 for The Mad Taco. Seconded by Lamberton. Passed unanimously.

Hansen moved to adjourn liquor control board and reconvene the select board. Seconded by Kelley. Passed unanimously.

Executive Session

For the Select Board:

Bethany A. Towne