



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

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

**Monday, June 20, 2016
7:00 PM**

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

APPROVED MINUTES

Call to Order

Chair Nelson called the meeting to order. Hansen absent.

Changes to Agenda

Hadley added a discussion with the highway superintendent about Lover's Lane parking.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle sent the board the trial balance and budget status report for month of May. A delinquent tax report was also sent along with a list of four properties that Isabelle would like to send a tax sale letter to with a deadline date for going to tax sale

Approval of Licenses, Permits, Vouchers, and Applications

Lamberton moved to approve payroll warrant number 16-26 for May 29 – June 11, 2016, in the amount of \$41,789.12. Also accounts payable warrant number 16w18 with checks 10070-10074 in the amount of \$129,774.03 for the water division. Also accounts payable warrant number 16g27 with checks 16219-16262 in the amount of \$64,780.53. Also approving the reconciled bank statements for May 2016 for the water fund and the general fund, journal entries made May 2016 and tax admin entries for May 2016. Seconded by Towne. Passed unanimously.

End of Fiscal Year Adjustments, Correction, and Carry Over Requests:

- FY '16 Payroll Correction: Hadley explained that the town clerk was overpaid \$61.10 for the year and asked it just be noted to speak to the auditors. Lambertson moved to make a note of it for discussion with the auditors. Seconded by Kelley. Passed unanimously.
- Water Interfund Loan Note Approval: Hadley additionally discussed funds used for the water project that were taken from town funds. The water division is not yet able to pay them back. Hadley asked that a note be made stating the water division will make payment on the amount of \$143,733.06. Lambertson moved to approve this demand note for \$143,733.06 from the water

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- division with the contingency that any funds left at the end of construction be used to pay down the note. Seconded by Kelley. Passed unanimously.
- Approval FY '17 Payroll Rates: Non-union employees raised 2%, with the exception of Town Clerk and Assistant with an increase of 3%. Lamberton moved with the amendment to the pay level budgeted for FY '17 the amendment to the Assistant Town Clerk to \$15.70 per hour, make a motion to approve this budgeted payroll. Seconded by Towne. Passed unanimously.
 - Department Head Requests for Funds to be Reserved from FY '16 Budget: Hadley reviewed what funds were left over from the last year and discussed reserving the funds for the different departments for projects planned. Lamberton moved to approve the budget adjustments as listed in memo. Kelley seconded for discussion. Kelley asked for clarification on an account. Passed unanimously.

Award Bids:

- Gravel: Highway superintendent has talked to one of the bidders for clarification. Lamberton moved to award the 1.5" and .75" plant mix bid, at \$8.70 per ton picked up at the pit, to Northeast Materials. Seconded by Kelley. Passed unanimously.
- Winter Sand: Lamberton made a motion based on the bids received being the same price per cubic yard picked up at the pit but Hebert's price being 65 cents a cubic yard less in trucking that we reward the winter sand to Hebert with the understanding that if more economical, the trucking will be hired separately at a later date. Seconded by Towne. Passed unanimously.

Bid Openings:

- Paving: Pike Industries bid 2,065 tons at \$69.68 per ton for a total of \$143,889.20. ST Paving bid \$77.90 per ton for 1,758 ton for a total of \$136,948.20. Green Mountain Paving bid a total 1,114 tons at \$87.25 per ton for a total of \$97,196.50. There was discussion of the differences in tonnage. Lamberton moved to award the bid to Pike Industries for \$69.68 per ton. Seconded by Kelley. Passed unanimously.
- Roadside Mowing: AWA Property Maintenance from Jeffersonville bid \$4,900. Lamberton moved to accept the bid as it was the only received. Seconded by Kelley. Passed unanimously.
- Trucking Aggregates: Newton Construction bid \$3.97 per cubic yard sand, plant mix \$2.95 per ton. Adam Stone bid \$3.46 per ton for gravel and \$3.30 per ton for sand. Adam Stone sent a second letter with the amounts of \$3.46 per ton for gravel and \$4.50 per yard. Lamberton moved to accept the bid from Newton Construction as the low bidder. Seconded by Kelley. Passed unanimously.

Lover's Lane Parking

The highway superintendent reported receiving complaints regarding cars parked on Lover's Lane near the bridge and on the bridge. The situation is exacerbated during warm weather as people are parking and using a nearby swimming area. He has spoken with Berlin Police about the situation and over the weekend the police had responded. He asked if "No parking" signs should be put up at the area. The Board suggested that the Police be instructed to patrol the area to enforce the state statute regarding parking.

Capital Budget Policy Discussion

Hadley discussed the possible background on the Capital Budget Policy bylaws. The policy defines "Capital Projects" or purchases or acquisitions that have a cost greater than \$25,000. There is some overlap with the Town's purchase policy. The Board suggested that the policy be updated to address requests for purchases great than this amount for new equipment or acquisitions. Replacement items will continue to be part of the normal budgeting process.

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Rescission of Amusement Ordinance

The special event ordinance was written with the goal of rescinding the amusement ordinance. The special event ordinance is now in effect. Kelley moved to rescind the amusement ordinance. Seconded by Lamberton. Passed unanimously.

Board Signatures

- Water System Ordinance: The board signed the ordinance.
- Special Event Ordinance: The board signed the ordinance.
- Sewer Agreement with Montpelier: As part of the sewer project on Route 12, before the Montpelier council will consider the project they need a signature on the agreement so they know that the project is something that Berlin wants to have happen. The board signed the ordinance.

Class IV Road Policy

Hadley provided a current draft, corrections are still needed.

Update Regarding Berlin Mall Road

Hadley gave an update on research into paperwork and agreements that seem to have intended for the town to take over the road.

Charter Warning Notice- Approval

Kelley moved to approve as presented the notice and warning of a charter change vote. Seconded by Lamberton. Passed unanimously.

Rfp- Ambulance Contract & Ambulance Service Interim Contract

The board clarified the terms of the contract, which will be 3 years with a possible 2 year option that does not need to be executed until 6 months prior the expiration of the first agreement. Barre town select board have agreed to a 4 month interim contract at a rate of \$29.52 per capita. Lamberton moved to accept the 4 month extension as provided by the town manager of Barre town. Seconded by Towne. Passed unanimously.

Building Security System Update

The vendor chosen for the building security system has failed to complete the project. Wiring was started in April, was not completed and they have not returned since. The contract has been terminated on suggestion of town attorney. The Town Administrator will send this project out to be rebid.

Animal Control Officer Update

The Animal Control Office contract with Barretown will end on June 30th. Discussions with Paula, the current animal control officer have been positive and she is interested to remain the ACO. She is also now a part time police officer with Barre city. The Town Administrator is working with Barre city to contract with them the services of the ACO similar to the agreement with Barre town.

Speed Limit on Comstock Road

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Discussion continued on the subject from the last meeting. The Police Department will be asked to conduct a traffic study to investigate if there is a need to change the speed limit. Comstock Road currently has a speed limit of 40 m.p.h.

Special Event Permit- Walker Motors

Permit application for a car show with 200 people expected. Lamberton moved to approve the special event permit as requested. Seconded by Kelley. Passed unanimously.

July 4th Meeting Rescheduled to Wednesday, July 6, 2016

Next meeting changed to July 6th to avoid holding meeting on a holiday.

Town Administrator Report

Hadley gave an update on work that is being done by the planning commission. Monthly EMS report received as well as material from the Vermont League of Cities and Towns asking for nominations to the VLCT board.

Approval of Minutes of Previous Meeting- 6/06/2016

Lamberton moved to approve the minutes of the June 6 meeting as presented. Seconded by Kelley. Passed unanimously.

Round Table

None.

Water Commissioners FY '17 Budget

Hadley provided standings on the FY'16 budget. As this is new water system there were expenses (testing and permits) that were one-time fees that impacted the budget. Discussions will continue for the FY'17 budget.

Executive Session

None.

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

For the Select Board:

Bethany A. Towne