



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

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

**Thursday, June 20, 2019  
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Jeremy Hansen, Vice Chair; Angelina Capron, Secretary; Flo Smith and Justin Lawrence. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

**APPROVED MINUTES**

Call Meeting to Order

Meeting called to order by Chair Towne.

Changes to Agenda

Town Administrator Hadley asked to add a discussion with representatives from the Berlin Corner Cemetery. Also to be added, a discussion regarding a policy on the Town's catering license procedures. Also, a discussion regarding an automobile in the Steven's Branch.

Public Comment

None.

Treasurer's Report

Town Treasurer Isabelle provide the board with the May budget status report, trial balance, and delinquent tax reports. Following a worker's compensation audit payroll of 2018 the town received a refund of \$7,660 as the payroll estimate for the Police Department was more than was actually distributed. The reappraisal account for FY '18 has a balance of \$185,230.80, the state has forwarded the amount for FY '19 of \$12,945.50 bringing the total of \$198,176.30. The assessors have charged \$13,130 for the mobile home reassessments, leaving a balance of \$185,046.30.

Forgiveness for Balances Under \$5

Hansen moved to approve forgiveness of balances under \$5 as presented in the total of \$12.62. Seconded by Smith. Passed unanimously.

Bank Loan Rates – Highway Truck

Isabelle provided rates from 3 banks, based on a loan of \$150,000 for 5 years

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Community Bank, NA = 2.85% (though there was discussion with a bank representative that a truck under state bid would have a 2% interest rate. There is some uncertainty about which rate applies. The treasurer will clarify the rate

Community National Bank = 2.4%

Northfield Savings Bank = 3%

Hansen moved to start the process to finance the truck through Community Bank at 2% and if that 2% does not materialize, to finance through Community National at 2.4%. Seconded by Capron. Passed unanimously.

### Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 19g25 with checks 19283-19332 in the amount of \$147,839.76; also Northfield Savings Bank truck loan payment NSB19-18 in the amount of \$5,970.53; also payroll warrant number 19-25 for payroll from May 26, 2019 – June 8, 2019 in the amount of \$42,757.05; also the May general journal and tax admin entries and the May reconciled bank accounts for general fund, sewer commission, and water division. Seconded by Smith. Passed unanimously.

### Approval of FY '19 Carryover and FY '20 Wages

Annually the board is asked to approve budget carry over. This year was financially demanding and there was not much to carry over, with the exception of Berlin Community Fund (donations to police for certain purposes or for new equipment). Hansen moved to approve carry over of up to \$15,000 in the Berlin Community Fund. Seconded by Smith. Passed unanimously.

Non-Union employees were predicted to have a 2% raise. Hansen moved to approve setting the FY '20 rate to the values as presented. Seconded by Smith. Passed unanimously.

### Anne Donahue – Overview of Act 46

Donahue provided an overview of Act 46 and took questions from the board. She explained that she did not vote for the bill at first because it lacked cost savings but in the end after study she did vote for the final bill. The bill did result in a consolidation of school districts to fill the bill's goal of fewer but larger districts. Donahue discussed some of the legal issues, such as a question of what to do when the school district owns land versus a town owning land. The conversation shifted from Act 46 to a general update on potentially impactful legislation. This included some proposed changes to healthcare.

### David Sawyer – Appointment to Public Works Board

Sawyer has experience in non-profit organizations through serving on several boards, was on the Middlesex select board in 1989-1990, and is currently president of the Cooperative at Weston's Mobile Home Park. He has a background in construction. Hansen moved to appoint David Sawyer to the Public Works Board. Seconded by Smith. Passed unanimously.

### Cemetery Committee

Jeff Mugford spoke to the board about the cemetery committee and challenges the committee faces. The cemetery is no longer able to hire youth or retirees to mow the cemeteries and had to take on an employee to manage the cemetery. The committee will be unable to continue to pay for an employee over time and are currently operating on a model that is not sustainable.

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The board discussed options, including Vermont Department of Labor programs for people who may have the skill set and would be lower or no cost to the Cemetery Committee or a town takeover of the cemetery. The board is going to take time to review numbers and develop other ideas.

### Black Road Discussion – Agreement Review

Josh Walker asked for an extension of the roadway area from 1 rod (16.5 feet) to 24 feet and for the town to plow and sand in the winter months. Towne asked if there would be any benefit to adding the road into class 3 status from class 4. The reimbursement from the state would make it about even. There was a question of whether there is a policy about how many residences may exist on a road before it must be classified as a class 3 instead of 4. Hansen moved to leave the current permit contract in place. Seconded by Smith. Passed unanimously.

### Lovers Lane Bridge

When the highway department was performing maintenance, they witnessed a vehicle travel over the bridge which caused it to shake and the bridge was then closed due to stability issues. After inspection, it was determined that the bridge requires a new deck. It can be opened for light cars but not large vehicles. Smith expressed concern that if it is open for any type of traffic it will be used by larger vehicles. Hadley is preparing a grant application for assistance in repairing the bridge. Capron moved to keep the bridge closed to traffic. Seconded by Hansen. Passed unanimously.

### Catering License Policy

This is a continuation in an ongoing discussion about allowing the Town Clerk to issue catering permits to stream-line that process. Hadley provided a catering license permit policy for the board's review. Hansen moved to adopt the catering license approvals policy. Seconded by Smith. Passed unanimously.

### Car in Steven's Branch

There is a vehicle in the river, located at the Steven's Branch. The vehicle was driven on unstable ice and the owner of the vehicle is known but is not taking responsibility for the vehicle. Bob's Sunoco and Laroche Towing both attempted to remove the vehicle but were unable to. The Agency of Natural Resources is aware. The town has been unsuccessful in collecting restitution and Hadley predicts that the ANR will have the same difficulty. The vehicle is moving down river because of the water flows this spring/summer. The topic was brought before the board as a notice, though action is a state issue due to the vehicle being in the river.

### First July Meeting Date

The first meeting in July will fall on Independence Day, so Hadley asked that the meeting be changed to July 1. There was also a general discussion of potentially changing the meeting day to earlier in the week.

### Approval of Selectboard Minutes – 06/06/19

Hansen moved to approve the selectboard minutes of June 6, 2019 with noted correction. Seconded by Smith. Passed unanimously.

### Town Administrator Report

Hadley provided an update of the Exit 6 project. The ramp is closed and will remain so to the end of the month.

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Hadley received a letter from the Vermont Council on Rural Development inviting a leader designee to participate in the Vermont Community Leadership Summit. The town has until July 5 to designate someone if desired.

The League is asking for nominations for their board of directors.

Hadley received a call from Brad Slayton, he is interested in donating a piece of land surrounding the Colby. Cemetery. Hadley is planning to visit the land and will report further.

### Round Table

None.

### Executive Session

None.

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

For the Select Board:

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Bethany A. Towne