



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

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

**Wednesday, March 7, 2016
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

Call to Order

Chair Nelson called the meeting to order.

Nominations and election of Selectboard Officers 2016-2017

Towne made a motion to elect Ture Nelson to Chair. Seconded by Kelley. Nelson turned the proceedings over to Hansen. Hansen asked for other nominations for Chair. None were heard. Motion Passed unanimously.

Towne moved for Jeremy Hansen as Vice Chair. Seconded by Kelley. Passed unanimously.

Towne moved for Pete Kelley as Secretary. Seconded by Hansen. Passed unanimously.

Changes to Agenda

Hadley asked for Liquor Commission to meet. Also cancelled Tom Willard's presentation, to be rescheduled for next meeting. Appointment of police officer added.

Planning Commission Appointment- Gary LaRoche

LaRoche works for state as professional engineer designing for VTrans. Sees operations through from planning to completion. Hansen moved to appoint Gary LaRoche to the planning commission. Seconded by Towne. Passed unanimously.

Matt Levin- Central Vermont Solid Waste District Update. CVSED Board Member Appointment.

Levin was present to give an update and ask for reappointment. He proceeded first with the update. The district is working on figuring out how to fulfill responsibilities outlined by state when those responsibilities are under scrutiny for cost. One way to address the issues is to update infrastructure. They have cancelled their plans to purchase property in East Montpelier for a new facility. There were concerns raised by member towns so it was voted not to pursue the purchase of the property at this time. The process was put on a slower track while further investigation is done into what is needed for the infrastructure. The per capita increase that was discussed earlier has been rescinded. Levin stressed that the room they currently have is not adequate for operation. Otherwise everything is going well. The district will have a new executive director by the summer.

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Hansen moved to re-appoint Matt Levin as Berlin's representative to Central Vermont Solid Waste District. Seconded by Towne. Passed unanimously.

Public Comment

None.

Treasurers Report

Three properties are being sent to tax sale in the month of April. Hansen asked what the cost will be if the town is buyer of last result. The cost is about \$12,000. It is a house on a small piece of property that flooded during Irene. Kelley asked why at Muzzy Road the house was torn down and dealt with a different way. The answer was that there was a different process undertaken for the Muzzy Road property that had to do with its history. Isabelle to start with credit card program as many residents have been asking if they can pay with credit card. There had been a program that was considered but the town attorney did not like the contract wording.

Approval of Licenses, Permits, Vouchers, and Applications

Lamberton moved to approve payroll warrant 16-18 for February 7-February 20 in the amount of \$44,093.73. Also payroll warrant 16-19 for February 21-March 5 in the amount of \$43,302.87. Accounts payable warrant 16w10 with check 10038 in the amount of \$13,500 for the water division. Accounts payable warrant 16w11 with check 10039-10045 in the amount of \$31,059.13 for the water division. Checks 15932 and 15942 not approved in the February 17 meeting and accounts payable warrant 16g20 with checks 19547-16027 in the amount of \$107,041.11. Seconded by Hansen. Passed unanimously.

Union Negotiation Team

A member is needed to replace Roberta Haskin. Lamberton asked about the frequency and commitment for that. Hadley gave an overview of the negotiation process and mentioned that the meetings are held once or twice a month. Hansen moved to approve Wayne Lamberton to the Union Negotiation Team. Seconded by Towne. Passed unanimously. Hansen moved to remove Roberta Haskin from the Union Contract Negotiation Team. Seconded by Lamberton. Passed unanimously.

Report Received from Barre Town EMS

A statistics report was provided from Chris Lamonda of Barre Town EMS.

Water Ordinance

Discussion continued from last meeting with updates and revisions on the ordinance document having been completed by Hadley. Additional changes were suggested and discussed. Public hearing scheduled two weeks from 3/7.

Water System Miscellaneous Fees- Letter to Customers

Rates had been approved. Other charges are ones that consultant and Hadley are recommending be considered. Customers who signed up before construction of the system would not be subject to the connection fee. Outside of the suggested \$750 connection fee for residential and \$1,000 for business including a residential size meter, larger meters are needed the customer would pay the difference. Customer would also be responsible to pay for the inspection of the connection since the operator will charge the water division for his time. Turn-off/turn-on will be a standard \$25 fee. Materials are the responsibility of the customer. Nelson commented that the suggested connection fee is less than he expected, Hadley said this amount was in keeping with fees being charged by similar water systems.

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Lamberton discussed making clear who is to do the live tap and suggested adding a line stating that all construction is the responsibility of property owner. Lamberton moved to approve the proposed fee schedule with the addition that all construction and material cost will be the responsibility of the customer. Seconded by Hansen. Passed unanimously. The board then reviewed the draft letter. Lamberton moved to approve the draft letter as printed. Seconded by Hansen. Passed unanimously.

Town of Berlin Social Media Policy

It is common procedure to use the policy of other towns as a guide. Hansen discussed what he has seen for other towns. Hadley to review other town policies and formulate/revise a policy for Berlin.

Special Event Ordinance

Hadley provided the most recent draft of the ordinance. The board discussed it. Public hearing has been scheduled for the 21st.

Letter Received Regarding Estimated Pilot Payments for Agency of Natural Resources

Hadley provided the letter to the board. It discusses what proposed statute changes would do to the pilot program.

Community Rating System

Hadley corrected what he may have said at the last meeting as he had misunderstood the system. At this point, the town has gone through the FEMA process and can at this point be reviewed for the 5%. Additionally, higher levels are possible with more paperwork. Hadley recommends to start at 5%.

Tim Davis- Highway Superintendent- Highway Truck

Voters approved a 6 wheeled truck. Davis discussed where the town is able to acquire one. Only two dealers offer that size truck with 4-wheel drive. Davis is to discuss options with dealers and attend the next meeting. Davis discussed the options for the truck that the town currently owns while the other is being prepared. One option is to give the company the money for the new truck which allows the town to keep the truck that it currently has to use while the new truck is being prepared. The company would pay costs from that money and acquire the truck the town currently has after completion of the new one. The other option is to sell the truck that the town has now, and use the money to pay for the new truck directly. There was a brief discussion of the Crosstown Road closing options in anticipation of mud season. Hansen moved to authorize the highway foreman to close Crosstown Road as necessary according to the conditions. Seconded by Lamberton. Nelson recommended giving 48 hour notice. Hansen revised his motion to include 48 hour notice. Passed unanimously.

Town Administrator Report

Hadley mentioned that planning commission is meeting Wednesday to continue working on codes update. They will also discuss and vote on whether or not to support community development for town center project at Berlin mall. Nelson asked if there was a presentation for that. Hadley to send one or to add it to the website.

A spring select board institute is to be held March 12.

There was a question regarding mobile homes on lease land in high COD at last meeting. There has been an ongoing issue since Irene with mobile homes badly damaged or destroyed.

Letter of Resignation- Police Department

Johnathon Bullard resigned from the Berlin Police Department effective 3/4/2016. Hansen moved to accept the resignation of Officer Bullard. Seconded by Towne. Passed unanimously.

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Approval of Minute(s) of Previous Meeting(s)- 2/17/2016

Hansen moved to approve the minutes of the February 17, 2016 select board meeting with the previously mentioned changes. Seconded by Kelley. Passed 4-0 with 1 abstained.

Round Table

Lamberton mentioned that he will be absent at the next meeting.

Nelson discussed appointments to be covered at the next meeting, which involves several committees/positions. He also brought up goal making as has been done in years before.

Hansen discussed a bill signed with Green Mountain Power that covered times of day and usage of street lights. Lamberton discussed that he doesn't believe lights are paid for by usage but that they are billed in a flat rate. Nelson mentioned noticing some lights that are out.

Liquor Control Board

Hansen moved to recess the select board and convene the liquor control board. Seconded by Towne. Passed unanimously. Hansen moved to approve the liquor license renewal for Simon's Berlin store on 1061 Barre-Montpelier Road. Seconded by Kelley. Passed unanimously. Hansen moved to adjourn the liquor control board and reconvene the select board. Seconded by Towne. Passed unanimously.

Executive Session- Personnel

Hansen moved to enter into executive session to discuss a personnel matter. Seconded by Towne. Passed unanimously.

Reconvene in Public Session

Hansen moved to reconvene in Public Session. Seconded by Towne. There were no announcement from the executive session.

Hansen moved to adjourn. Seconded by Towne.

For the Select Board:

Bethany A. Towne