

**Town of Berlin
Municipal Office Building
108 Shed Road
Berlin, Vermont 05602
Regular Select Board Meetings
1st & 3rd Monday of Each Month**

Monday, March 16, 2020

Selectboard Members: Brad Towne, Chair, Florence Smith, Co-Vice Chair, Justin Lawrence, Co-Vice Chair, John Quinn, Secretary and Angelina Capron. Minutes from this meeting will be available on our website.

Selectboard Members: Capron attending by telephone
Also Present: Dana Hadley, Town Administrator
Diane Isabelle, Town Treasurer

INTERIM MINUTES

6:50 Review of the Warrants

Selectboard Meeting call to order

The Selectboard meeting was called to order by Selectboard Chair Brad Towne.

Additions to or changes to the agenda

Add: Request for the Liquor Board to convene
Discussion regarding Continuity of Operations
Approval of Licenses, Permits, Vouchers and Applications
Letter received from a resident
Appointment of Police officer

Public Comment

Flor Diaz Smith, a member of the Washington Central Unified Union School District was in and accompanied by Jonathan Goddard a resident of Berlin. The school board wants to appoint Mr. Goddard to fill an open Berlin position on the Board. The protocol is to meet with the Selectboard to see if there are any objections.

The Board had no objections and thanked Mr. Goddard for his willingness to serve on the Board .

Treasurer's Report

Treasurer Diane Isabelle advised the Board that the town made the last payment on the 2015 highway truck. There are three other loans on the other trucks that cost approximately \$70,000 per year. The treasurer also provided the Board with the reports from the previous month.

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There was discussion regarding the situation that occurs with some tax sales concerning mobile homes.

Continuity of Operations Plan

The Town Administrator is using the state template for a Continuity of Operations plan

Pam D'Andrea-CVRPC stormwater plan update

Pam D'Andrea of Central Vermont Regional Planning Commission and Andres Torizzo of Watershed Associates met with the Board via telephone. They reviewed the 60% plan for stormwater treatment for the Town Office, Berlin Corners Fire Department, the Elementary School and a privately owned building on US Route 302 that is the location of the Chimney Sweep. This building is next to McDonald's.

Jeff Prescott-Central Vermont Runners-Special Event Permits

Jeff Prescott was not at this meeting. The Selectboard reviewed his requests for three special event permits.

Motion: Quinn to approve the three special event applications. Seconded by Lawrence.

Vote in the affirmative

Review of advertisement for Highway Superintendent.

The Board discussed the advertisement for Highway Superintendent.

Appointment of Eric Chase to Public Works Board

Motion: Smith to appoint Eric Chase to the Public Works Board. Second by Lawrence.

Vote in the affirmative

Appointment of Matt Levin as representative to the Central Vermont Solid Waste Management District.

Motion: Smith to appoint Matt Levin as representative to the CVSMD board. Second by Lawrence

Vote in the affirmative

Copy of Minutes from Conservation Commission and Planning Commission

The Town Administrator noted that he will forward copies of these minutes to ensure the Board is aware of what committees are working on.

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Approval of Selectboard Minutes of 02/19/2020 & 02/27/2020

Motion: Smith to approved both sets of minutes, one from 02/19/2020 and the other from 02/27/2020. Second by Lawrence

Vote in the affirmative-Board Member Quinn abstaining.

Letter received from Town Resident

The Board received a letter from Tim Bingham of Shed Road. He is concerned about the amount of traffic on Shed.

Working in Town Right of Way

Lajeunesse Construction is applying for a Working in the Right of Way Permit to install a water line to the Green Mountain Fitness building on Granger Road.

Motion: Lawrence to approve the working in the right of way application for Lajeunesse Construction with a \$500 deposit. Second by Quinn

Vote in the affirmative

Approval of Licenses, Permits, voucher and Applications

Motion: Smith to approve General Fund Account Payable warrant number 20G17 with checks 20031 to 20104 in the amount of \$147,272.65. General Fund Auto Payment NSB20-21 in the amount of \$5,661.76. Payroll Warrant number 20-18 for payroll from February 16, 2020 to February 29, 2020 in the amount of \$50,194.13, and Payroll Warrant number 20-19 for March 1, 2020 to March 14, 2020 in the amount of \$43,641.40. Also, February General Journal entries and tax admin entries, and February reconciled bank statements for the General fund, Sewer Commission and Water Division. Second by Lawrence.

Vote in the affirmative

Motion: Lawrence to recess the Selectboard meeting and convene the Liquor Board. Second by Smith.

Vote in the affirmative

Renewal of Class 2 liquor license

Dollar General

Walmart

Pizza Hut

Motion: Lawrence to approve the liquor license renewals for a class 2 license for Dollar General, Walmart, and Pizza Hut. Second by Smith.

Vote in the affirmative

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Motion: Lawrence to adjourn the Liquor board and reconvene the Selectboard. Second by Smith.

Vote in the affirmative

Town Administrator Report

The Town Administrator presented an updated list of open items and suggestions for the years goals. He asked the Board to advise him what goals they would like to add.

Roundtable

Selectboard Member Smith asked when the appointments for the liaisons would be done. It is expected that will be done at the April 6th meeting.

Motion: Smith to enter into Executive Session for a personnel matter pursuant to 1 VSA Section 313 (a)(2). Seconded by Lawrence

Vote in the affirmative.

Motion: Smith to adjourn from Executive Session and reconvene the Selectboard Meeting. Second by Lawrence.

Vote in the affirmative

Appointment of Police Officer

Motion: Quinn to appoint Joseph Carriveau as a patrol officer for the Berlin Police Department. Second by Smith.

Vote in the affirmative.

Adjournment

Motion by Lawrence to adjourn. Second by Quinn.

Vote in the affirmative.

Meeting adjourned at 8:51 p.m.

Respectfully submitted,

Dana Hadley, Town Administrator