



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

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

**Monday, March 16, 2020  
7:00 PM**

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

**APPROVED MINUTES**

Call Meeting to Order

Chair Towne called the meeting to order. Capron present via phone.

Changes to Agenda

Town Administrator Hadley asked to add: a meeting of the liquor commission; a discussion on contingency of operations; approval of licenses, permits, vouchers and applications; an application for working in the right of way; and a letter from a resident. Hadley also asked for a placeholder in the event that the board appoint a police officer in the course of the meeting.

Public Comment

The Vice Chair of the Washington Central Unified Union School District was accompanied by Jonathon Goddard who expressed interest in appointment to the WCUUSD. Statute requires consultation with the selectboard before appointment. There was discussion of the proper protocol for Goddard's appointment. The board is only required to consult with an interested party and express lack of opposition. None of the board expressed any objection to Goddard pursuing a seat on the WCUUSD board.

Treasurer's Report

Town Treasurer Isabelle informed the board that the final payment was made for the 2015 truck. There are payments ongoing on three other trucks. Isabelle also provided a budget accounting for the 2021 appropriations all approved at town meeting. Quinn asked for the percentage increase over last year. Hadley provided an estimate of up to 8.5%. Isabelle provided an update on delinquent taxes. A recurring issue is abandoned mobile homes. She explained that they do not sell at tax sale. Other options are to lower the rate at tax sale or for the selectboard to authorize low bids so the units can be disposed of after a year. One park owner is requesting abatement to proceed with destruction of the mobile homes. Hadley will bring the issue to town attorney for consultation of the options. No motion needed at this meeting.

Contingency of Operations

Hadley explained that he would consult with staff regarding options in light of the virus and report back to the board. Quinn asked what the town is doing to protect employees who interact with the public. Hadley explained that the office is not open to the public but is open by phone, mail, and email. The office is closed for 2 weeks as of this meeting but may be extended. Smith asked about cross training and whether

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staff can fill other roles if need be. Isabelle explained that she created a guide of what she does if needed. Other employees are cross trained.

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

Smith moved to approve the general funds accounts payable warrant number 20g17 with checks 20031-20104 in the amount of \$147,272.65; general fund auto payment NSB20-21 in the amount of \$5,661.76; payroll warrant 20-18 for payroll from February 16, 2020 – February 29, 2020, paid on March 4, 2020, in the amount of \$50,194.13; payroll warranty 20-16 for March 1, 2020 – March 14, 2020, paid on March 18, 2020 in the amount of \$43,641.40; also February 2020 general journal entries and tax admin entries and reconciled February bank statements for the general fund, sewer commission, and water division. Seconded by Lawrence. Passed unanimously.

### Pam D’Andrea – CVRPC Stormwater Plan Update

D’Andrea provided background on the stormwater project. Discussion then shifted to the general goals for the five identified sites. The discussion at this meeting served as an update and status report for the project.

### Jeff Prescott – Central Vermont Runners – Special Event Permits

Prescott was not at the meeting. The events that he is applying for permits are annual events which the Board has approved in the past. The applications detailed annual road races. Quinn moved to allow the races in the town of Berlin. Seconded by Lawrence. Passed unanimously.

### Review of Advertisement for Highway Superintendent Position

Hadley explained the goal timeline resulting in a start date of June 15 so the new superintendent can work with Tim Davis before his leave. Quinn expressed an interest in requiring management experience.

### Appointment of Eric Chase to Public Works Board

Chase is a nine year resident who works for Montpelier in public works and has helped with the water, sewer, and other divisions. Smith moved to appoint Eric Chase to the public works board. Seconded by Lawrence. Passed unanimously.

### Appointment of Matt Levin as Representative to CVSWMD

Smith moved to appoint Matt Levin to the Central Vermont Solid Waste Management District. Seconded by Lawrence.

Smith moved to permit the selectboard chair to sign on behalf of the motion to appoint Matt Levin to the CVSWMD. Seconded by Lawrence.

Motions passed unanimously.

### Copy of Minutes from Conservation Commission and Planning Commission

Hadley provided the board with copies of minutes from commissions to ensure the board received them.

### Approval of Selectboard Minutes – 2/19/20 & 2/27/20

Smith moved to approve the selectboard minutes of February 19, 2020 and February 27, 2020 as presented. Seconded by Lawrence. Passed 4-0 with 1 abstained.

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### Letter From Resident

Tim Bingham, who resides on Shed Road, sent a follow-up letter stating concern of the traffic on Shed Road. Hadley explained the situations in which the yard is used in ways accounting for excess traffic. This includes allowing a temporary office unit for a company working on a nearby project and use of the space in exchange for painting of lines. No rent is charged or other fees charged on these occasions. Smith asked if other residents have ever expressed concern over Shed Road traffic. No others have complained. The road is public and the town does function often times as a business would which can prompt extra traffic.

### Working in the Right of Way

LaJeunesse Construction is installing a water line and needs to access the road to connect. Lawrence moved to approve the permit to work in the right of way with a \$500 deposit/bond. Seconded by Quinn. Passed unanimously.

### Liquor Board

Lawrence moved to recess the select board and convene the liquor board. Seconded by Smith. Passed unanimously.

Liquor License Renewals:

Dollar General

Walmart

Pizza Hut

Lawrence asked about a streamlined process for renewals through the clerk like is available for catering licenses. Hadley will review the laws to determine if that may be an option.

Lawrence moved to approve the listed liquor license renewals. Seconded by Smith. Passed unanimously.

Lawrence moved to adjourn the liquor control board and reconvene the selectboard meeting. Seconded by Smith. Passed unanimously.

### Town Administrator Report

Hadley asked to review outstanding topics and goals the selectboard has for the year.

Lawrence mentioned discussing impact fees for the new development and generally other revenue sources. He also discussed the tax stabilization policy which Hadley had noted also.

Hadley also mentioned the road classification change policy and the hazard mitigation plan review.

There was brief discussion of the emergency management commission and the board's role in the absence of an emergency management director.

There was brief discussion of how to modify meetings to comply with guidance during the pandemic period.

Hadley noted an apple tree pruning workshop at the Friendship Park on Route 12 scheduled for March 21.

Lawrence suggested that the town revisit concerns about funding the cemetery to formulate a long-term solution.

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Roundtable

Smith asked about discussing liaison positions for boards. Hadley explained that the discussion will occur at the next meeting.

Executive Session

Smith moved to enter into executive session to discuss a personnel matter pursuant to 1 V.S.A. § 313(a)(2). For the Select Board:

Reconvene Selectboard Meeting

Smith moved to adjourn from the Executive Session and reconvene the Selectboard meeting. Seconded by Lawrence. Passed unanimously.

Appointment of Police Office

Quinn moved to appoint Joseph Carriveau as a police officer for the Berlin Police Department. Seconded by Smith. . Passed unanimously.

Adjournment

Lawrence moved to adjourn. Seconded by Quinn. Passed unanimously.

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Bethany A. Towne