Town of Berlin
Municipal Office Building
108 Shed Road

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

Monday, March 17, 2014
5:30 PM

Selectboard Members: Ture Nelson, Chair; Roberta Haskin, Vice Chair; Jeremy Hansen, Secretary; Brad Towne and Pete Kelley. Present: Jeff Schulz, Town Administrator, Diane Isabelle Town Treasurer. All items are unanimous unless otherwise noted.

UNAPPROVED MINUTES

Call to Order

Meeting called to order by Chairman Towne. All members present.

Board Reorganization

Towne opened up nominations for Chair. Haskin nominated Ture Nelson. Seconded by Kelley. No other nominations. Motion carried unanimously. Nelson opened nominations for Vice Chair. Kelley nominated Roberta Haskin. Seconded by Towne. No other nominations. Motion carried unanimously. Nelson opened nominations for Secretary. Towne nominated Jeremy Hansen. Seconded by Kelley. No other nominations. Motion carried unanimously.

Public Comment

A representative from the Capital City Grange and Friends of the Capital City Grange asked for a letter of support as they pursue a grant for improvements. To be added to next meeting's agenda.

Representative from Just Basics, which oversees the Senior Meals program (including Meals on Wheels), asking that the program be added to a meeting or special meeting so that funding can be revisited. The name of the program was unfamiliar to many, and was voted down at town meeting. 10 Berlin residents receive benefit from Meals on Wheels.

Pat McDonald informed the board that the letter sent out on March 11 was sent in error, lacking a warned meeting discussing the drafting of the letter. Hansen moved to detract the letter and add it to the next meeting agenda for discussion. Seconded by Kelley.

Treasurers Report

Delinquent tax report provided for the board. Collection letters being sent before going to small claims for delinquent taxes. Computers are set up for assessors to use. Purchase order system is set up in computer. To start with highway department. Attending VT League of Cities and Towns workshop. Isabell and Corinne Stridsberg have been making phone recordings for people who do not have internet access to get updated information on town news and events.

Approval of Licenses, Permits, Vouchers and Applications

Haskin made motion to accept the check numbers 13000-13039 for $60,411.08- warrant number 28. Payroll warrant number 18, $40,722.68 for payroll date March 12, 2004. Seconded by Hansen.

Hansen made motion to accept and sign adjusting entries for September 16, 2013 through February 28, 2014. Entries numbered 1-32. Seconded by Haskin.

Water Supply Project Update

Construction plans at about 90% done. Specifications and documents to be presented to board shortly. At the phase of permitting, easement, and contracting with users. Sample contract has been drafted, which can be changed as needed before being used. Around 315 ERUs and break-even point is 345. There are others to make contact with. Schulz asked about ERU numbers, mentioning that the numbers used to be a bit higher. Representative from the Water Project mentioned that may have been before receiving grant money. Nelson asked about how soon it is expected that the connection agreements will be sent out. Once finalized can be sent out. Connection fee is to be waived for those who commit early. There was previous discussion about eliminating a half mile line because of receiving only one letter of interest. Since then almost all residences from that section have expressed interest, so no action will be taken to change that line. Physical structures were explained. There will be a 400,000 gallon water tank, about 6-8 feet of it will be above ground (15' total length). There will be a 15' square building. Location is not easily visible, set back in wooded area. Location is where easement was discussed with Dodge Farm. Road to site will be 12' wide (one lane). Road can be gated. Exterior of building will require extremely low maintenance to maintenance free. Control system hard wired. Alarms and monitoring are cell based. About every 15 minutes, updated information (such as tank level) can be accessed digitally and accessed from anywhere. Cost is that of cell phone. Alarms are sent out immediately. Towne asked about power. Was explained that three phase power runs up from cul-de-sac. In result of loss of power, generator can be used. There is a 4 day supply so that time is allowed for action to be taken if the need arises.

Cross Town Road Mud Season Closure

Board has discussed this topic, but has not come to any final decisions. Discussion continued about drivers ignoring signs and still traveling road. Possibility of barricading the road so that it will not be traveled. Frost is deep in the ground, will lead to bad mud season. Hansen moved to give the highway foreman the authority, with the approval of the town administrator, to prohibit motorized vehicle traffic on Cross Town Road when conditions dictate. The methods are at the foreman's discretion, and may include the use of barricades. Seconded by Kelley. Hansen moved to amend the previous motion to include that this permission is given for only this year. Seconded by Kelley.

Annual Posting of Town Highways

Hansen moved to post roads and bridges weight limit requirements from February 28 to May 1. Seconded by Towne.

There then was discussion about purchasing a chipper for the road crew. Currently, there has been a budget of $17,000 allowed to purchase one. The highway foreman explained that anything in that price range is going to be very used and possibly need repairs.

Central VT Solid Waste District- Annual Appointment- Matt Lavin

Annual appointment due, and Matt Lavin willing to represent the town again. Hansen made a motion to appoint Matt Lavin as Berlin's Representative to the Central VT Solid Waste District. Seconded by Kelley.

Town Assessor Contract

Schultz provided to the board a draft of the Town Assessor Contract. Mentioned that he would like to discuss in executive session.

Computer Server RFP

Nearing time to replace servers for town offices. Outlined basic needs in the RFP, which is to be sent out.

Approval of Liquor Licenses

Hansen moved to adjourn the selectboard and reconvene liquor control board. Seconded by Haskin. Hansen moved to approve liquor license for Pizza Hut on Route 302. Seconded by Kelley.
Hansen moved to approve the tobacco and liquor licenses for Shaw's. Seconded by Kelley.
Hansen moved to approve the liquor license for Walmart. Seconded by Towne.
Hansen moved to adjourn the liquor control board and reconvene as selectboard. Seconded by Towne.

Approval of Mobile Home Licenses

Hansen moved to approve the Mobile Home Park License for Berlin Corners Mobile Home Park owned by James Bond. Seconded by Kelley.

Town Administrator's Report

Schulz and Tim have been discussing changing the name of Green Mountain Drive to Bennington Drive. Has been causing confusion from truck drivers as Montpelier also has a Green Mountain Drive with same zip code.

Schulz also let the board know that he is meeting with those conducting the pedestrian traffic study on 302. Will be sending out notice of a local concerns meeting to happen during next regular meeting for people to voice opinions and/or concerns.

Letter was prepared and sent to Town Manager in Barre Town regarding animal control. Received a call and confirmed that there are shared general concerns and that they would be willing to send more detailed animal control reports.

Sent follow up letter to Guy Rouelle concerning Comstock Road. Guy had sent an email saying he would send MOU clearly stating that state would set date to pave road in return for ownership of a portion of Comstock.

Correspondence received from state about repaving Airport Route, Route 62, and 302. State is in the process of developing plans. Schulz has asked that they respond to town's comments that were sent with no response.

Received correspondence from Auditors about Mid-Year Audit, which is a bit costly.

Minutes from last EDC meeting provided to selectboard. Paramount issue being Tax Stabilization Application from Northfield Savings. Meeting between EDC and Northfield Savings coming on Wednesday.

Approval of Minute(s) of Previous Meeting(s)

Towne moved to approve the minutes of Monday, February 17, 2014. Seconded by Kelley.
Kelley made a motion to approve the minutes as amended for Monday, February 24, 2014. Seconded by Haskin.
Towne moved to approve minutes of special meeting on March 3, 2014. Seconded by Hansen.

Round Table

Haskin mentioned riding with Tim in one of the road crew trucks. Gave credit to them for hard work and job well done.

Hansen spoke of project that may affect Berlin. Project is called Cross Vermont Trail, which will not be a concern for a while. There is a section of Berlin where they will be interested building a bridge (Power Dam Bridge) to continue the path.

Nelson mentioned that there may be problems with fire alarms in town offices building. Schulz has received quote from Middlesex Electric. Total to amount to $650-700 for repair. Nelson also asked about Muzzy Road buy out. Schulz mentioned that there needs to be an appraisal. After sending out several letters for appraisal, received one response. Appraisal is in process. After appraisal, FEMA to give final offer. Nelson asked that board members think about priorities and goals for upcoming year.

Legal, Personnel and Contract (Executive Session Anticipated)

Hansen motioned to move into executive session for reason of legal, personnel and contract. Seconded by Kelley.

Motion by Haskin, second by Towne, to exit executive session. Motion approved.

Motion by Hansen, second by Kelley to have Town Administrator forward the draft contract by VT Appraisal Company to the Town Attorney for review, and if Attorney signs off, authorize the Town Administrator to approve the contract.

Motion by Haskin, second by Towne to adjourn the meeting. Motion approved.

For the Select Board:

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Bethany A. Towne