



**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, March 21, 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. Capron absent.

#### Changes to Agenda

Town Administrator Hadley asked to remove the appointment with the police chief from the agenda. Additionally, Hadley asked to add: approval of 3 special event permits, a resolution of support for applications of sewer services on Crosstown Road, discussion of heating system at the town garage, and for the liquor commission to convene.

#### Public Comment

None.

#### Treasurer's Report

The treasurer provided the Board with the February financial statements including the trial balance and the delinquent tax report. Also for the Board's review were adjusting entries for February.

She advised the board of the final financial result for the Mirror Lake culvert project. The total cost of the project was \$229,747.80 of which \$175,000 was received from a Vtrans structures grant resulting in a net cost to the Town of \$54,747.80. The culvert at Richardson Road is the next project. The cost to date is \$5,115.20. There is no grant to offset the cost of this culvert.

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

Hansen moved to approve: general fund accounts payable warrant number 19g19 with checks 18958-19012 in the amount of \$87,586.45; Northfield Savings Bank warrant number 17 in the amount of \$5,970.53; payroll warrant number 19-19 for payroll from March 3, 2019-March 16, 2019 in the amount of \$42,539.97; February general journal and tax admin entries. Seconded by Smith. Passed unanimously.

### Karla Nuissl – Village Center Designation Program

Nuissl advised Board that the Berlin town plan was designated as the town plan of the year by the Vermont Planner's Association. Hadley gave information on the reception celebrating that achievement. In the plan, village center designations and town center designation were identified. The advantage to pursuing the designations include priority funding and tax credits. The planning commission supports the designations and asks the Board to support the resolution provided. Hadley asked if there is a downside and Nuissl felt that there is none beside additional bookkeeping for the town. That responsibility is outweighed by benefits. The areas for designation are Berlin Corners and Riverton. Hansen moved to approve the resolution as presented with a spelling correction. Seconded by Smith. There was a question about whether there is a need for commercial building owners to also live on premises. Nuissl answered that she does not believe living in the commercial building is a requirement. Motion carried. Nuissl asked about the possibility of funding for the town center designation. She mentioned that the momentum with the mall seems to be faded. She asked of the possibility of allocating the \$14,675 application fee paid by the 99 unit building to the town center fund to pursue the designation.

### William Wolfe – Police Chief – Report on Police Department Activities

Removed.

### Resolution to Support Application for Sewer Services

This request is for the Board to support application for a grant for sewer line extension. If supported by the board, will move forward. If there is no support the project will likely cease activity. Details of the grant were provided. The match can be made through volunteer time and other methods, the match requirements are fairly generous. The funding is now available because of a change to definitions in the last Farm Bill that now qualifies all of Vermont to apply for the grant money available. Hansen moved to sign the letter of intent for the Northern Boarders rant for the sewer extension. Seconded by Smith. Passed unanimously.

### Special Event Permits

Central Vermont Runners, a non-profit dedicated to promoting fitness, promotes races through the year. This includes three that have impact in Berlin. This will be the 45<sup>th</sup> year of the Mailman 10-miler, the Capital City Stampede is in its 42<sup>nd</sup> year, and the Berlin Pond event is also in the 40-year range. Details of the trails were provided. The police department supports the events. They asked that the application fee be waived. Hansen moved to approve all three events, waive the permit fee and authorize the chair to sign. Seconded by Smith. Passed unanimously.

### Town Garage Heating Systems

The garage has 2 heating systems. One is in marginal condition and the other in very poor condition. Gillespie's suggested a propane unit instead of oil. The total cost is \$4,490 to switch the tanks and install the unit. Replacing the current unit with a new oil unit would cost \$7,143.07. Hansen asked about the option of pellet furnaces because there are funds available to help offset the cost. The board asked for more estimates of fuel furnaces as well.

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The Board and Tim Davis, Road Foreman, discussed Crosstown Road and closure of the road for mud season. Davis will give a 48-hour warning before the closure but said it is okay for now.

### Online Training in the Instance of a Data Breach

Hansen discussed this training from the League which is a training for municipal officials for what to do in the event of data breaches and like events. Hansen asked that the town send some town employees using the training budget to help cover costs.

### Approval of Selectboard Minutes – 02/07/2019, 02/21/2019, 03/04/2019, & 03/07/2019

February 7, 2019 – Cannot be officially approval due to lack of quorum from turnover in the board. Hansen searched laws and found that approval is not required.

February 21, 2019 – No quorum.

March 4, 2019 – No quorum.

Hansen moved to approve the meeting minutes for the Thursday, March 7, 2019 meeting as presented. Seconded by Smith. Passed unanimously.

### Town Administrator Report

Hadley discussed the town center designation. There was a meeting with the state where the town found out it is not as close to being able to designate the town center as previously thought. There is turnover in the mall but they are still supportive. The mall may be willing to finance part of it. Downstreet seemed willing to support it to move forward with their project. Hadley will ask Downstreet if anyone in their staff may be able to help navigate the process.

VELCO is holding a public hearing regarding the Berlin substation project April 4. They will also attend the Selectboard meeting.

The town received two hazard mitigation proposals. Hadley is meeting with the emergency management director to review them before presenting a suggestion. To meet requirements of the grant, the town will need a conflict of interest policy (even though there is one in the charter).

Bob Wernecke will be at the next meeting to give an update on regional planning.

On Friday the 5<sup>th</sup>, Hadley will go to the V-Trans office for an overview of construction plan for route I-89.

### Liquor Commission

Hansen moved to recess the Selectboard and convene the liquor control board. Seconded by Smith. Passed unanimously.

Application for catering permit from Cornerstone Burger Company d/b/a Cornerstone Pub and Kitchen. Catering a corporate party at Union Bank, expecting 50 people. Hansen moved to approve Cornerstone's catering request. Seconded by Smith. Passed unanimously.

Hansen moved to adjourn the liquor control board and reconvene the Selectboard. Seconded by Smith. Passed unanimously.

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Executive Session

Motion: Hansen/Smith move to find that premature general public knowledge of contract with Berlin School Board will place the Town at a substantial disadvantage.

Motion: Hansen/Smith to enter executive session to discuss the Town Contract with the Berlin School Board pursuant to 1 V.S.A. §313 (a)(1) and also to discuss a personal matter pursuant to 1 V.S.A. §313 (a) (2)

Motion: Hansen/Smith to exit Executive Session and convene the Selectboard Meeting.

Roundtable

No discussion for roundtable.

Adjournment

Motion: Hansen/Smith to adjourn.

For the Select Board:

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Bethany A. Towne