



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

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

**Monday, May 1, 2017
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. Hansen and Kelley absent.

Changes to Agenda

Hadley added a discussion about parking on Lover's Lane, the Town Administrator Report, and removed the topic of gravel.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle discussed a tax sale on Neil Road that will be scheduled after the last tax installment of the year. She advised the Board Merchants Bank has been sold and will now be Community Bank N.A. with a similar name to Community National Bank.

Approval of Licenses, Permits, Vouchers, and Applications

Towne moved to approve licenses, permits, vouchers, and applications, with general fund accounts payable warrant number 17g22 with checks 17099-17130 in the amount of \$49,304.41. Also water division accounts payable warrant number 17w19 with checks 10148-10149 in the amount of \$287.06. Payroll warrant number 17-23 for payroll from April 16, 2017 – April 29, 2017 in the amount of \$42,039.06. Seconded by Lamberton. Passed unanimously.

Josh Walker – Black Road – Class 4 - Ownership

Walker came to the board to discuss a dispute of land and driveway boundaries. He explained that a neighbor's paved driveway is causing water to run into his own driveway as well as the class 4 road and cause wash out issues.

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Purchase of Highway Truck

Tim Davis was present to discuss the possibility of purchasing the new truck that was viewed by the Board at the last meeting. He discussed wanting to acquire a truck that is already built as opposed to ordering and waiting for a truck to be fully prepared. Lamberton asked if it is more expensive to purchase the ready built truck. The answer given was because it is a state contract, the price is the same whether the ready built truck is purchased or a truck is ordered. Lamberton moved to assign a purchase order effective July 1 to purchase the truck for \$150,381. Seconded by Towne. Passed unanimously.

Parking on Lover's Lane

Cars were parked in an area where it is posted against parking to access a swimming hole. The signs were removed after they were pointed out to the people parking there. The signs will be more heavily anchored this time to prevent removal.

Website - Additions

Isabelle brought up previous discussions of adding the grand list to the website and reiterated that it would be a good addition to the website. There is a mapping service preparing an interactive map of parcels and grand list information which is not yet ready for operation. Adding grand list information to the site would function as an interim until the mapping service is ready.

Review of Purchase Policy – Suggestions from Auditors

Hadley discussed the use of formal purchase orders as it came up through suggestions from the auditors. Currently a purchase order is being used but the steps are out of order. There was discussion about how to make the most efficient system that is also ready for audit. Some changes to the purchase policy were discussed. The adjusted policy will be brought to the next meeting.

Proposal Received from Vermont Appraisal Company

The appraisal company suggested re-appraising some areas. This will be put out to bid as per the Town's policy.

Utility Department Assistant

Mary Wissell has given notice and would like to leave June 12 or July 1 at the latest. Hadley discussed revising the assistant's job description to include water division duties.

Lawn Care Bids Received for 2017 Season

RRC Property Works: Certificate of liability insurance was included. The cost is \$418 per month for a total of \$2,090 for a 5 month contract.

Kirk Yard Services: May through September 2017 \$1,900. No certificate of insurance was included.

Orange County Property Management: \$1,200 total for May through September. Certificate of insurance provided.

Thomas Property Management: \$599 per month for a total of \$2,995 for May through September. No certificate of insurance provided.

Lamberton moved to award the lawn mowing to Orange County Property Management contingent upon satisfactory references. Seconded by Towne. Passed unanimously.

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Town Administrator Report

Hadley reported on a meeting he attended in Barre Town between Carl Rogers and the Agency of Transportation discussing a project at the Exit 6 exit ramp. When they do this project, an exit ramp will be closed (from I89 to 63). The plan is to re-route traffic to exit 7. They wanted to know how Berlin would be affected. The project is planned for 2019. Hadley asked that they come speak to the board.

Approval of Minutes of Previous Meetings- 4/17/2017 & 04/20/2017

Lamberton moved to approve the minutes as presented. Ture pointed out a couple of different changes he would like to see in the minutes. Lamberton moved to approve the minutes for April 17 as corrected. Seconded by Towne. Passed unanimously.

Lamberton moved to approve minutes of the April 20 meeting as presented. Seconded by Towne. Passed unanimously.

Water Division – Acquisition of Water System

Hadley mentioned that Rob Halpert is working on the legal aspects of acquiring the water system. Purchase price was discussed as was budget and current cash flow.

Round Table

Nelson reported that the Berlin charter passed the senate.

Executive Session

Lamberton moved to adjourn. Seconded by Towne. Passed unanimously.

For the Select Board:

Bethany A. Towne