



**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, May 2, 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**

Public Hearing – Land Use and Development Amendments

Hadley described the proposed amendments. Smith made a motion to propose the changes to the land use and development regulations and have it go forward to the Town Clerk. Seconded by Hansen. Passed unanimously.

Call Meeting to Order

Meeting called to order by Chair Towne. Hansen present via teleconference. Capron and Lawrence absent.

Changes to Agenda

Hadley asked to add the award of the lawn services contract, hazard mitigation update, and a right of way permit application.

Public Comment

None.

Treasurers Report

Isabelle sent 24 letters to residents past due for over a year with no payments. 15 responded and have either paid or made payment arrangements. Those with no response will move forward in the tax sale process.

Approval of Licenses, Permits, Vouchers, and Applications

Smith made a motion to accept general fund accounts payable warrant number 19g22 with checks 19082-19105 in the amount of \$25,162.73; payroll warrant number 19-22 for payroll from April 14, 2019 – April 27, 2019 in the amount of \$40,275.65. Seconded by Hansen. Passed unanimously.

Keith Paxton – Cornerstone – Catering License

Paxton proposed changing the current procedure for obtaining catering licenses. Currently, caterers must receive the permit after the application goes to the board. In other towns the permit may be granted by the Town Clerk. Paxton proposed allowing the Town Clerk in Berlin to issue the license. He explained that

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currently it is difficult to obtain a permit for any last-minute events. This process would be limited to small catering events. Smith moved to add the topic to the agenda of the next meeting. Seconded by Hansen. Passed unanimously.

### Beth Daut

Daut provided an updated as tree warden. She spoke briefly about Emerald Ash Borer information and spoke in more detail about data gathering and prevention. She explained that towns choose their preferred method. Some are pre-emptively removing trees whereas others are reactively removing trees with the insect present. Removing a dead tree costs 3x what it costs to remove a live tree. Daut will provide information to be sent with the tax bill mailings.

### Right of Way Permit

The permit is to drill monitoring wells in the right of way on Paine Turnpike North. Joe Hayes, with environmental engineering consulting firm ATC, explained that his firm is retained by Bradford Oil Company. The company is responsible for a gas leak in the ground at the old gas station and they are now wanting to monitor the ground across the road as well to see if the gasoline leaked to the Honda dealership side of the road. Hayes explained the locations using a map of the site. Hansen moved to approve permit to work in the right of way. Seconded by Smith with caveat that dig safe approve of the dig site. Passed unanimously.

### Tim Davis – Highway Superintendent

- Highway Truck

Davis discussed the need for a new town truck in 2020/2021; it will need to be ordered now to receive the truck then. He explained the wear and current issues with the truck. The new truck will cost approximately \$180,000. The topic was tabled to the next meeting.

- Paving Contract Extension

The board discussed extending the paving contract with Pike at a previous meeting. They gave the town a reduced rate per ton for extending the contract. Davis recommended the extension. Smith moved to extend the contract with Pike at \$73 per ton (versus \$76 per ton as in the previous contract). Seconded by Hansen. Passed unanimously.

- Garage Heaters

Hadley reviewed quotes for replacing the garage heaters:

Bob Felch – replacing both furnaces – \$5,133

Gillespie – one furnace - \$4490; topic tabled to the next meeting pending location of the quote.

There was a brief discussion of the back-up generator and parking around Berlin pond.

### Special Event Permit - CVMC

The CVMC submitted the permit for an annual walk around the Berlin pond. Hansen moved to approve the special event permit for CVMC. Smith seconded. Passed unanimously.

### Update on New Town Center Designation

Hadley shared an update regarding the town center designation. He discussed specifically the budget and funding. If the expense goes through the town books it will appear that the town is over-spending so other tactics are required. Hadley expressed a need to know if there is desire from the board to continue pursuing the town center designation. A multi-board/committee meeting will be scheduled in the next couple weeks.

### Lawn Care Services

Orange County - \$2,000 for the season; additional work \$22.50/hour (automatic renewal not binding)

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Kirk Yard Services - \$\$2,600 for the season; additional work \$30/hour

Jay Milne/SanSport Service - \$2,100 for the season; additional work 25/hour

Smith moved to award the bid to Orange County Services with a non-binding automatic renewal at a cost of \$2,000 for the season and \$22.50 per hour for additional work. Seconded by Hansen. Passed unanimously.

### Hazard Mitigation

Hadley informed the board that the consultant chosen to help the town with this work will be releasing a survey regarding hazard mitigation as part of standard work to solicit input.

### Approval of Selectboard Minutes – 04/15/19 & 04/25/19

Smith moved to accept the minutes of 4/18 and 4/25 as corrected. Seconded by Hansen. Passed unanimously.

### Town Administrator Report

Town Administrator Hadley gave brief mention that Josh Walker will be before the board to discuss a contract on Black Road as a future meeting item.

### Round Table

None.

### Executive Session

None.

Smith moved to adjourn. Seconded by Hansen. Passed unanimously.

For the Select Board:

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Bethany A. Towne