



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

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

**Monday, May 4, 2015
6:30 PM**

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

APPROVED MINUTES

Call to Order

Meeting called by Chair Nelson. Hansen and Haskin absent.

Changes to Agenda

Removed topic of letter from Northfield Ambulance and approval of minutes from April 20 due to inability to approve.

Public Comment

None.

Treasurers Report

Work has been done with the assessors to verify the listing for the billing of personal property taxes. Auditor wants to do a preliminary session and discuss time for the audit (thinking around end of July). Hadley mentioned that he has asked some language be added to contract about timing of completion, auditors agreed to add that.

Approval of Licenses, Permits, Vouchers, and Applications

Kelley moved to approve payroll warrant 23 for April 19, 2015-May 2, 2015 in the amount of \$34,854.36. Accounts payable warrant number 35, check 15256-15185 in the amount of \$31,391.06. Seconded by Towne. Passed unanimously.

Appointment of Police Office and Highway Department Employee

Hadley and Nelson interviewed Joseph Carriveau, who was part time for the department and is part time currently once again. Nelson recommended appointing him as a full time officer effective upon acceptance into the police academy and would be commissioned upon completion. Kelley moved to appoint Joseph Carriveau to the Berlin Police force upon acceptance to the 100th academy class as a full time police officer. Seconded by Towne. Passed unanimously.

Kelley moved to appoint Ed LaPan as a full time employee of the Berlin highway department, contingent upon passing drug screening, at the rate of \$19 per hour. Seconded by Towne. Passed unanimously.

Contract for Grant for Muzzy Road Project

Grant has been approved through Two Rivers Regional Planning Commission. The grant is for public property with water damage and will go towards planning for community garden space. Options for the land is limited because structures are not permitted. Funds will be used to secure a professional landscaper to plan the gardens. There is a town match. Towne asked about the acreage and it is around 2 acres (not exact number, but in the area of that amount). Up to \$30,000 available through the grant. Can be used for both the planning and planting on the area. There was some discussion about the ongoing responsibility that would be needed in the garden. There is a statement in the grant about maintaining the garden. There was discussion about offering garden plots in the area to those wanting to grow vegetables instead of having it be a space that the town plants and maintains. Topic to be revisited.

Update on Water Division Project

Open house was successful and it was a nice kick off to the project. Hadley mentioned that there originally was a plan to have a loop on Comstock Road that was removed due to a cost issue. There was another location option that provided more customers. To do Comstock Road loop, it would add \$250,000 to the project cost. Quota of ERUs has been met, and the loop could be revisited. Discussion continued about the possible construction and mapping of the Comstock Road loop. It could prevent customers losing water during a water break as the break area could be segregated. Would be done to enhance the system as there would not be many additional customers.

Have received the green light to get an easement to go through Health and Rehab property. Reviewed the plan of what work will be done on that property.

Personnel Policy Update

Had discussed at last meeting that the personnel policy was close to being ready to approve. Hadley wanted to know if the gym membership clause is to be added to the policy. The Board gave consensus to add that to the personnel policy and will review the policy at the next meeting with the intent to approve.

Town Administrator Report

Hadley mentioned the DRB is hearing a case about the methadone clinic. Plan has changed from expansion to a new building.

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

Not able to approve April 6, April 8, or April 20.

Towne moved to approve minutes of the meeting of Tuesday, April 28. Seconded by Kelley. Passed unanimously.

Round Table

None.

Towne moved to adjourn the meeting. Seconded by Kelley. Passed unanimously.

For the Select Board:

Bethany A. Towne