



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

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

**Monday, May 16, 2016
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.

UNAPPROVED MINUTES

Call to Order

Chair Nelson called the meeting to order. Hansen absent.

Changes to Agenda

Nelson requested that the topics of the delinquent tax policy and capital budget review be moved to closer after the treasurer's report.

Public Comment

None.

Vote on Personnel Issue Following Executive Session

Lamberton moved to send the letter to Gerry Markham terminating his employment with the Town that was discussed at the executive session. Seconded by Kelley. Passed unanimously.

Vote Regarding Personnel Appointment

Lamberton moved to approve the hiring on Timothy Emmons as recommended by the committee at a rate of \$20.50 per hour. Seconded by Kelley. Passed unanimously.

Treasurers Report

Treasurer Isabelle advised the Board that an installment of property taxes are due May 17th. She has been working with the assessor on personal property taxes to finalize and be part of the grand list. There are 2 tax sales coming up June 7. Budget status report and delinquent tax reports have been provided to the board. Nelson asked if money had been received yet from the state hospital. Nothing has been received as of yet.

Approval of Licenses, Permits, Vouchers, and Applications

Kelley moved to approve payroll warrant number 16-24 for May 1, 2016 – May 14, 2016 in the amount of \$36,657.13. Accounts payable warrant number 16w16 with checks 10057-10062 in the amount of

Selectboard Minutes

May 16, 2016

Page 2 of 4

\$90,526.80 for the water division. Accounts payable warrant number 16g25 with checks 16139-16171 in the amount of \$40,723.16. Reconciled bank statements for April 2016 for the general fund and the water fund. Journal entries for the month of April, 2016. Tax administration entries for the month of April 2016. Seconded by Lamberton. Passed unanimously.

Credit Card Acceptance

Isabelle presented the paperwork to be signed by the Chair for the credit card processor.

Delinquent Tax Policy

The policy was last reviewed and put into effect as written in 2014. The purpose of bringing it back to attention is to review how the policy is working. Isabelle brought up one topic as concerning and not practical. As of now, if someone has written a check that bounces they may not write one again. Isabelle would like more discretion to forgive honest mistakes. She also brought up the fact that taking issues to small claims court has not worked and can be a costly process.

Capital Budget Review

Nelson asked that the by-laws of the capital budget program be reviewed. There was no signed copy in the fall so it is being brought forward again.

Scott Williams- State Attorney

Williams formally introduced himself and reviewed what his position entails. His office has worked to resolve cases that have been on a back log. The county will address the truancy problem as their next project. A drug enforcement task force is also being pursued.

Chuck Storrow- Berlin Mall Road

Storrow spoke to the select board about having the town take over a part of Berlin Mall Road. This was discussed in the 1980's after the Mall applied to the Agency of Transportation for the driveway with direct access on Route 62. Storrow reviewed the records from that time. Maps were provided to review. The boundaries for parcels owned by the town, state, and mall were discussed. More information is needed about the boundaries of land owned by the state.

Snowmobile Ordinance Update

Town Administrator Hadley discussed existing state statutes and reviewed a conversation he had with a trail coordinator. Consensus was reached that the ordinance is no longer needed. Residents will be able to ask for permission when they feel they need or would like to use the road. A public hearing will be warned to discuss the matter.

Request from Recreation Committee for Savings Withdrawal

Lamberton moved to allow the use of these funds from the Recreation department savings account to pay for the invoices attached. Seconded by Towne. Passed unanimously.

Appointment of Police Chief

The Charter requires that the police chief and highway superintendent to be appointed annually. Lamberton moved to appoint Chief Wolf as police chief for the town of Berlin. Seconded by Towne. Passed unanimously.

Selectboard Minutes

May 16, 2016

Page 3 of 4

Appointment of Highway Superintendent

Lamberton moved to appoint Tim Davis as the highway superintendent. Seconded by Kelley. Passed unanimously.

Charter Changes-Charter Committee

Positions of highway superintendent and police chief will no longer be annual appointments, but will serve at the will of the select board. Other changes to the charter were discussed and the general status of the charter change process.

Class IV Road Policy

This policy was pursued a while ago but never adopted. The board reviewed a draft and made changes/corrections.

Animal Control Officer

As of July 1st, Barretown will not be offering animal control services to other communities. Hadley provided wording that he would like to put in the paper advertising for the opening. There was also discussion about the position being a contract as opposed to town employee.

Amusement Permit Application- Central Vermont Medical Center- Event July 25

Repeat event from last year. Will start at town office and go around the pond. Insurance provided. Nelson asked for updated insurance as it is dated 2013. Lamberton moved to accept contingent upon updated insurance. Seconded by Kelley. Passed unanimously.

Amusement Permit Application- Capital City Stampede- Event June 26

This event is also an annual event. Starts at Onion River Sports and goes to Junction Road. Towne suggested that notices be posted on the roads so that those who drive the roads are aware of the event. Lamberton moved to accept all three races contingent upon proof of insurance and marking of roads. Seconded by Towne. Passed unanimously.

Amusement Permit Application- Central Vermont Runners- Event August 18

See above, motion to accept in previous topic.

Town Administrator Report

Hadley discussed work done on the water project. Work is currently being done on Granger Road. Crosstown Road to be pressurized shortly. A letter is being sent from the consultant to customers reviewing what is needed for connection.

Approval of Minutes of Previous Meeting- 4/18/2016 & 4/21/2016

Lamberton moved to approve the Monday, April 18, 2016 minutes as printed with noted correction. Seconded by Towne. Passed unanimously.

Lamberton moved to approve minutes of the special meeting on April 21, 2016 as printed. Seconded by Towne. Passed 3-1 with 1 abstained.

Selectboard Minutes

May 16, 2016

Page 4 of 4

Round Table

None.

Executive Session- Personnel

Lamberton moved to enter into executive session for personnel matters. Seconded by Towne. Passed unanimously.

Reconvene Selectboard Meeting

The Board reconvened the regular Selectboard meeting. There were no actions taken following the Executive Session.

Adjournment

Kelley moved to adjourn. Towne seconded.

For the Select Board:

Bethany A. Towne