



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

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

**Monday, May 18, 2020
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Flo Smith, Co-Vice Chair; Justin Lawrence, Co-Vice Chair; John Quinn III, Secretary; Angelina Capron. 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. The meeting was held in the Berlin Town Office. All members of the board were present with Capron joining via video feed.

Changes to Agenda

Hadley asked to add a discussion of the highway superintendent position.

Public Comment

None.

Treasurer's Report

Town Treasurer Isabelle provided legislation allowing a grace period for fees. The current past due amount is \$353,148. Normally the amount is around \$280,000 at this point. Some of the overdue at this time are businesses that do normally pay on time but may not be open. Isabelle asked if the board would like to waive penalty as Isabelle needs to prepare the past due notices in the coming week. Towne supported waiving the fees and preferred that option over simply pushing the fees back. Quinn expressed concern over waiving fees for those who are habitually late. Isabelle expressed an opinion that if they are waived it would need to be for all instead of trying to categorize. Towne asked if, should the board push the deadline back a month, could the board then choose to eliminate the fee at that point in time. Isabelle answered that the way the legislation reads that is an option. Quinn moved to postpone collection of penalties and interest to June 15 for the fourth quarter. Seconded by Lawrence. Passed unanimously.

Approval of Licenses, Permits, Vouchers, and Applications

Smith moved to approve general fund accounts payable warrant number 20g21 with checks 20199-20228 in the amount of \$52,002.55; payroll warrant 20-23 for payroll from April 26, 2020-May 9, 2020, and paid on May 13, 2020 in the amount of \$36,388.75; April journal entries; April budget status report and trial balance; the April reconciled bank statements for the general fund, sewer commission, and water division; and delinquent tax report as of May 14, 2020. Seconded by Quinn. Passed unanimously.

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Pam D'Andrea-Andres Tozziano-Watershed Consultants 90% Plan for Fire House and Chimney Sweep

Tozziano, of Watershed Consultants, shared changes made to the Berlin Elementary School and Fire Department plans. The Chimney Sweep Shop plans are finalized. Tozziano discussed a swale that will lead water to a pipe system to the east of the parking lot at Berlin Elementary School. Landscaping will be a feature of the design. He then explained new drainage off of the Fire Station parking lot, also designed as a landscape feature. There was some discussion of the school's desire to pave the parking lot, a project that may be put off due to covid-19. The design of the parking lot took that intention into consideration. When the school moves closer to starting that project. Lawrence asked for clarification regarding the three-acre rule. The answer was that the state took the two parcels into consideration and collectively the impervious surface meets the three-acre rule.

Road Pavement Repair Non Sealed Bids for Fisher Road

Fisher road requires paving where there was a repair. One bid was received for \$15,910. Quinn moved to accept the bid from ST Paving in the amount of \$15,910 for the Fisher Road paving job. Seconded by Lawrence. Passed unanimously.

Tim Davis – Winter Sand

The existing company with which the town is contracted raised prices by .25 per unit and the trucking company held their prices the same as the last year. Quinn moved to contract for sand with Varon's Gravel Pit. . Seconded by Lawrence. Passed unanimously.

Acceptance of Hazard Mitigation Plan

Lawrence moved to approve the hazard mitigation plan. Seconded by Smith. Passed 3-0 with 1 abstained.

Further Discussion Regarding Proposed Budget Reductions and Update of State Action

The topic was added in the event that the board wanted to continue discussion from the previous meeting. Lawrence asked about current fuel costs for town equipment. The current diesel price is \$1.40-\$1.52. Davis mentioned that he had an oil analysis done on the grader that he will print or otherwise send to the board. He also discussed the need for tires if the town is not investing in a new grader. The front tires show metal. The tires are \$8,300 for the six tires. The board asked to see the oil results before deciding whether to invest in tires or a new grader. The board briefly reviewed pending projects and discussed what projects can wait another year. There was discussion of need to prompt engineers for answers on some ongoing projects.

Town Administrator Report

Hadley discussed the status of the town center project. The current coordinator of the project asked for quotes from board members for the website. Hadley shared with the board minutes from committee/commission meetings. Hadley sent a thank you to Wayne Lamberton for providing shields for Rosemary and Corinne in the town office. Furniture will be moved to utilize the window in the office to wait on the public. Towne asked about the cost to install a shelf in the office. It is something that Tim's crew will install. There will be signage about waiting to visit the office if a person is exhibiting symptoms. Hadley provided the documents to be signed for approval of the individuals voted on to committees.

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Highway Superintendent Discussion

Hadley asked if the board would like to consider delaying hiring for the position or moving forward with the process. Towne was in favor of moving forward rather than being down a crew member. Lawrence

agreed with moving forward with interviews. Lawrence, as the select board liaison to the highway department, will assist Hadley in reviewing options and applicants.

Roundtable

Lawrence asked to review an ongoing budget sheet at the next meeting. Lawrence also discussed that temporary decking was added to the foot bridge discussed at the last meeting. It is a temporary fix. The vice president of VAST was there and discussed helping with the bridge. Lawrence reached out to other individuals about possible available material to help widen the deck of the bridge. Quinn said that he agreed of a need for a foreman on the road crew. He also reiterated that he believes it necessary for the town to consider a 10% cut on the next budget (2022).

Executive Session

None.

Quinn moved to adjourn. Seconded by Lawrence. Passed unanimously.

For the Select Board:

Bethany A. Towne