



**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**

**Monday, May 19, 2014  
6:30 PM**

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

### UNAPPROVED MINUTES

#### Call to Order

Called to order by Chair Ture Nelson. Towne absent.

#### Public Comment

None

#### Treasurers Report

Delinquent tax report to be completed and emailed to board. Checking account reconciliation for month of May has been done, Schulz now to be doing the reconciliation. Delinquent tax accounts being sent to small claims. Some that have are now settled. June 19, Isabell and Schulz to attend government tax audit workshop in Montpelier. Purchase order system possibly operational by July 1.

#### Approval of Licenses, Permits, Vouchers and Applications

Hansen moved to approve licenses, permits, vouchers, and applications, including check order 437 which covers 13157-13190 in the amount of \$58,108.44. Payroll warrant 23, dated May 21, in the amount of \$38,656.13. General ledger reconciliation report dated April 14, tax adjustments for April 2014, and adjusting entries for April 1, 2014- April 30, 2014 entries 44-57. Check order report 36, dated May 7, which includes check number 13156 in amount of \$367.50, check order report 34 dated April 15, echeck e13124 in amount of \$7,033.24. Seconded by Haskin. Passed unanimously.

#### Memorandum of Understanding Berlin Pond Access- VT Fish and Wildlife

Nelson included his composed corrections to the original draft. New draft to come back to board shortly. Fish and wildlife has suggested adding the city of Montpelier to the MOU. Hansen mentioned that the conservation committee has asked to review the letter as well.

#### Winter Sand and Gravel Bids and Road Surface Material

At last meeting, resident voiced concerns about material being used on roads. Road foreman present to review the issue. Material from supplier became harder and a different material than what that material had been. Resident brought to attention that he got a flat tire from the road material as well. Requested that the board vote on reimbursing him for the cost of replacing the tire. Select board discussed that they could not

pay for flat tires, as it would be difficult to be able to tell where exactly and why exactly a tire went flat, and that then it would set precedent for anyone with a flat tire to approach the select board.

### Truck Bids

Patriot, International Trucks. Clark's and Charlebois. Nelson chose to recuse from the discussions due to dealing with several of the people on regular basis.

Charlebois bid for 2015 freightliner 1145D. Cost new \$125,150. Trade in \$48,000. Final cost to town \$77,150. Discussed exceptions to the specs list that was provided, nothing raised red flag.

J&B International Trucks in Colchester. First bid: 2015 International 7600SBA. Cost of \$123,263.72, trade in of \$62,000, final cost of \$61,263.72. Includes warrantee, 5 year/100,000 mile. Second bid: 2015 Western Star 4700SF. Cost of \$129,593. Trade in \$62,000. Final cost to town of \$67,593. Few exceptions to town's specs list.

Clark's Truck Center in Jericho. 2015 International 7600 6x4. Cost of \$112,985 with trade in value of \$63,777. Final cost \$49,208. Basic 12 month unlimited mileage service contract. Extended service contracts are extra but available. Few exceptions to town's specs list.

Patriot Freightliner in Westminster. 2014 Western Star 4700SF. Cost of \$119,500 includes painting to town's color. Trade in \$50,000 final cost \$69,500. Options of 5 year/100,000 mile warrantee. Additional warrantees available. Some exceptions to town's specs list.

Haskin motioned to table truck bids to the next meeting. Seconded by Kelley. Motion carried 3-0, with Nelson recused.

### Truck Parts bids:

Dump body and plow. Tenco in Barre. Cost to town, includes all specified items \$62,942.

HP Fairfield in Morrisville. All season dump body and plow, \$66,990. Delivery is 60 days after delivery of chassis.

Hansen moved to table to the next meeting. Seconded by Kelley. Motion carried unanimously.

### Wood Chipper Bids

None received. Bid to be re-released, specifying that the bids are only for new wood chippers.

### Request to Tax Department for Extension to File Grand List Abstract

Vermont Appraisal Company was hired to do appraisal work and annual grand list. Started about a month ago, have been working hard and provided decent work plan. Coming to conclusion that grand list will not be completed and filed with clerk by deadline of June 4. Recommending that the town file an extension with tax department. Tax bills would be sent end of August/early September. Extension to be filed for 30 days. Hansen moved to send a request to the tax department for a 30 day extension to file grand list abstract. Seconded by Haskin. Passed unanimously.

### Water Supply Project

All big users have committed. Others who had said they did not want to, are now opting to connect. Follow up postcard or email to be sent as a reminder for people to follow up on responses. DRB approved location at Dodge Farm.

### Amusement Permit- CVMC Walk/Run- Berlin Pond

50-60 participants. Certificate of Insurance has been provided. Police Chief comfortable with the event. Hansen moved to approve the amusement purpose for Central Vermont Medical Center. Seconded by Kelley. Passed unanimously.

### Zoning Enforcement Issues

Zoning issues brought up in last meeting, board had asked for a follow up. Some to be discussed in executive session. Issues usually brought to attention by neighbors, pursued by the board. Once a violation has been discovered, softest approach is used first. No correction leads to notice of violation, owner of property has 15 days to appeal. Rare that an appeal is made. After 2-3 letters and violation notices, turned over to town attorney who files suit. Courts may issue fines. Reluctant to give towns authority to clear the property due to question of ownership of items to be removed. Currently are issues being pursued, details to be discussed in executive session.

#### Fisher Road Easement and Sewer Force Main

Another issue that is best for executive session. Within Fisher Road right of way, there is a private sewer force main becoming an issue for development of Northfield Savings headquarters.

#### Town Administrator's Report

Correspondence between Schulz and those involved with State Hospital. Discussion of ribbon cutting ceremony late June/early July, open house also discussed. Letter sent to state including reminder of payment. Response from state that it would be processed as soon as possible. Facility was also left off of list of state properties where a payment is due to town, letter being drafted to remind that the facility should be on that list.

Have made contact with a contractor about the solar project. Grant is competitive, but application is in. Reached out to state in regards to the airport. State had been asking that the town give up part of Comstock Road, in return section of road to be paved.

Warneck and Schulz met with people from Agency of Transportation about design plans for intersection of Fisher Road and Route 62. Part of project is adding left turn lane. Some discussion on how to do merge section up hill. Being modified to fit in the area. Anticipate that they will come to board within next month with some plans.

Scoping study on 302 going well. Agency of Transportation excited about project. Discussion of adding bike lanes. If they do bike lanes, would expect the town to maintain which is unfamiliar to the town. As process moves along, they will need to come to board to discuss the plans and process as well as that maintenance. Concern raised about that section of road possibly being challenging or dangerous to add a bike lane.

Letter drafted to state about petition by Citizens to Protect Berlin Pond.

Nelson asked about smoking on school grounds issue that was brought up at last meeting. State statute that prohibits smoking on school grounds found. Next step to reach out to school board, which Nelson volunteered to do.

Nelson Road status was also asked about. Need to reach out to someone at Green Mountain Power, which Schulz is doing. Schulz mentioned that keeping that road Class 3 may be beneficial to town so that there is funding for the road and bridge. In order to do so, GMP would need to remove gate.

Scott Hill Road guard rail shows that there has been an effort to fix, but is not adequate. Schulz to do follow up.

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

April 7 from some time ago, Orca was not present at meeting and recorder ran out of time. Last part of minutes vague as a result. Hansen moved to approve minutes from meeting of April 7 with noted changes. Seconded by Kelley. Passed 3-0, with 1 abstained.

Hansen moved to approve Berlin Select Board Meeting minutes from May 5, with noted change. Seconded by Haskin. Passed unanimously.

#### Round Table

Hansen mentioned speed limit study on Browns Mill Road. Has not been initiated, but the timing is good as Regional Planning does speed studies during the summer months. Suggestion made that the sign be moved as well, as well as possibly adding a children at play sign.

Nelson brought up setting a date for Schulz's performance appraisal. Truck bids and work session before review Thursday the 22<sup>nd</sup> at 5. Review to be held Thursday the 29<sup>th</sup> at 5. Nelson met with someone from Center of Leadership Skills, a leadership training program. He had some detail on the leadership training they offer. Mentioned it as an opportunity for and investment in Schulz. Mentioned it as something to keep in mind.

Legal, Personnel and Contract (Executive Session Anticipated)

Hansen motioned to move into executive session for reason of legal, personnel, and contract. Seconded by Kelley. Passed unanimously.

Motion by \_\_\_ and seconded by \_\_\_ to exit executive session and adjourn the meeting. Motion carried - 0.

For the Select Board:

\_\_\_\_\_  
Bethany A. Towne