



**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 21, 2018  
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Wayne Lamberton, Secretary; Pete Kelley and Angelina Capron. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

Selectboard Member Hansen absent

**UNAPPROVED MINUTES**

Changes to Agenda

Town Administrator Hadley asked for a meeting of the liquor control board meet to approve a catering license, and for signatures on a corrected appointment form as the appointee's name was not correct on the original.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle noted that the Board had been provided with the April financial documents. Our attorney has sent preliminary tax sale letter to seven property owners. As of today, there has not been a response. She will prepare the paperwork to process these properties for tax sale with an anticipated tax sale date in July.

Amex Credit Card Acceptance

Lamberton moved to accept the Amex contract for the Town so the Town can accept the enhanced Amex instrument and to authorize the Chairman to sign the contract on the Town's behalf. Second Kelley. This procedure works the same way as the current procedure to accept Mastercard and Visa.

Green Lantern Group-Solar Proposal

The Board met at the last meeting with Robert Lehmert of Green Mountain Group. At that meeting, there was discussion that the Sewer Division is working on a project to eliminate the Shaw's lift station. This contract reflects changes as a result of removing the Shaw's lift station. The Town would not be able to use the same amount of electricity in another location. The Board asked that the proposed contract be revised to remove the Shaw's Life Station. The Board is being asked to consider this revised contract.

Lambert moved that the Board approve the contract with Green Lantern with the revised power agreement and to authorize the chair to sign on the Board's behalf. Second Kelley.

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

Lamberton moved to approve general fund accounts payable warrant number 18g23 with check 18091-18129 in the amount of \$16,975.45. Also payroll warrant number 18-23 for payroll from April 29, 2018 –

May 12, 2018 in the amount of \$41,784.75, as well as Bank reconciliations for April, 2018 for the Water Division, the Sewer Division and the General Fund and the adjusting entries for April . Seconded by Kelley. Passed unanimously.

### Vermont State Revolving Fund for Wellhead #4

This is a previous item that was previously approved. There are more documents that require signatures from Board members.

### Grant Opportunity for Bicycle and Pedestrian Program

The discussion regarding a possible grant from the Bicycle and Pedestrian Program has been discussed at an earlier Board meeting. This grant is a companion grant that the Town secured in 2013 for a study of the traffic flow and pedestrian needs on the Barre-Montpelier Road (US Route 302). The traffic portion was completed in 2016 with the road work done there. The result of the study outlined possible action items and strategies to address pedestrian safety such as adding sidewalks. The Board discussed what the Town responsibility for a project(s) would be and its cost versus benefit. The Town Administrator noted that the Town would be responsible for 20% of the cost of \$1.4 million for the entire project, which has been divided into five segments and budget purposes. The dollar amount is based on 2015 costs as the study is three years old so allow for today's costs would be necessary. The costs for the project were estimated in the 2015 study. This round of applications is due by June 22<sup>nd</sup> but if the Town decides not to pursue the project at this time it is expected that there will be other grant opportunities. Motion Kelley not to proceed with the application for a grant for the Bicycle and Pedestrian Program. Second Lamberton.

Selectboard member Capron expressed her concern for the safety on Route 302 and individuals that are walking. She is in favor of further study of how this project can be accomplished.

### Transitional Return to Work Program-Policy

The Board had previously discussed the Policy and asked for a few revisions. Those changes have been made. It is to give some written options for the Town if an employee were injured on the job but able to perform light duty. This will be brought back to the Board in the form of an ordinance at the next meeting.

### Approval of Previous Meeting Minutes- 05/07/2018

Moved by Lamberton to approve the Selectboard Minutes of May 7, 2018 as written. Second by Kelley.

### Town Administrator Report

The Administrator discussed maintaining a list of open items for the Board. The Planning Commission is hosting a Public Hearing on Wednesday at the school in regard to the proposed Town Plan. This will be followed up by two Selectboard Public Hearings on the same subject. The first has been scheduled for June 25<sup>th</sup> and the second on July 2<sup>nd</sup>.

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Liquor Control Board

Moved by Lamberton to adjourn the Selectboard and convene the liquor control board. Second Kelley.

Langdon Street Tavern to cater a private party at Northfield Savings Bank. Moved by Lamberton to approve catering permit. Second by Kelley.

Moved by Lamberton to adjourn the Liquor Control Board and convene the Selectboard Meeting, second by Kelley.

Round Table

Selectboard Member Kelley asked if the Town had anything to do with the boat launch at Berlin Pond. The boat launch is under the jurisdiction of Vermont Fish and Wildlife as per the lease agreement.

Adjournment

Lamberton moved to adjourn the Selectboard. Seconded by Kelley.

For the Select Board:

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Dana Hadley