



**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**

**Thursday, November 1, 2018  
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Jeremy Hansen, Vice 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.

**APPROVED MINUTES**

Selectboard Member Lamberton was absent.

Call Meeting to Order

Towne called the meeting to order.

Public Hearing – Snowmobile & ATV Access to Roadways

The police chief spoke on the issue and expressed concerns about public safety. Members of VAST were present to discuss the reasoning for this trail and to explain safety measures. Hansen read a Front Porch Forum post by a highland Avenue resident. She supports the trail. Shay Miller, on Black Road, wrote in opposition, citing noise and safety concerns. Vicky Long, on Brookfield Road, wrote in opposition, citing safety concerns. Kelley expressed concerns over adding a travel portion for snowmobiles to Brookfield Road.

Another hearing will be held November 15, 2018.

Changes to Agenda

Hansen asked for the Central Vermont Internet to have an item on the agenda.

Public Comment

None.

Treasurers Report

Treasurer Isabelle provided the Selectboard with the September trial balance, budget status report, and delinquent tax report. The state has asked for all towns to have an audit completed for the pension plan. They will look at not this past year but the previous year.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 19g09 with checks 18563-18600 in the amount of \$301,555.82. Also payroll warrant number 19-09 for payroll from October 14, 2018-October 27, 2018 in the amount of \$43,069.17. Seconded by Kelley. Hansen mentioned that the accounts payable number is large due to a paving bill. Passed unanimously.

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### Signature on Traffic Ordinance Amended

A small amendment was made on Browns Mill Road for the change in posted speed limit. Hadley provided the board with a copy of the ordinance for signature. No motion needed as a motion had previously been made and the signature is a formality.

### Discussion Audit

The audit contract is about to expire. Hadley mentioned to the board that each time an RFP is sent out and a new auditor is hired it normally costs more. Part of that is because the charge is hourly. If a new firm must be caught up on information that a previous firm understood that scenario costs money. It does not need to be put to bid. Hansen also raised the idea of partnering with the fire department so that there is consistency in the auditing.

### Reserves

Isabelle had more reserve accounts to discuss. These are the final ones for discussion. There is currently \$2,165.39 for water engineering and a cemetery account has \$2,758.37. Hansen moved to authorize to pay for cemetery mowing expenses out of the Cemeteries reserve fund and for water needs out of the water reserve fund. Seconded by Kelley. Passed unanimously.

### Budget Prep for FY '20

Hadley kicked off budget prep discussion. He asked the board if there are any requests or things to keep in mind as the FY '20 process begins. Towne mentioned he would like to see the town level fund again but there was apprehension as to whether that is likely. The budget series is expected to start the next meeting.

### Small Business Saturday

The town normally makes a small business Saturday proclamation every year. This year it is November 24. Hansen moved to sign the small business Saturday resolution as presented. Seconded by Capron. Passed unanimously.

### Town Administrator Report

Hadley presented a letter that the town plan has been approved with a few conditions.

There is a class on the Emerald Ash Borer scheduled for November 28 at the UVM extension office on the Barre-Montpelier Road.

The town received a thank you letter from the Good Samaritan Haven for the town's contribution.

Since the town plan is now approved, the follow through for the designated town center is ramping up.

The town is pursuing grants for road improvements.

One quote was received for the police department doors. Hadley anticipates a cost in the \$10,000 range.

The grant for a hazard mitigation plan was approved. An RFP for completion of the plan can now be sent out when the proper paperwork is completed.

The water division used 50% more water this month than the month before. This increased revenues.

The sewer extension is slated to be done within the next year.

### Central Vermont Internet

Central Vermont Internet approved a draft annual report and draft budget to solicit feedback from towns and cities. The email asked city/town clerks to distribute material to member town Selectboards. Hansen highlighted the report and progress of Central Vermont Internet. Feedback from towns on the report and budget can be raised at the monthly meeting November 13 at Berlin Elementary School.

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Round Table

Hansen attended the memorial service at the Fire Department which had a large turnout and was a great gathering.

Hansen moved to adjourn. Seconded by Kelley. Passed unanimously.

For the Select Board:

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Bethany A. Towne