



**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, November 6, 2017  
7:00 PM**

Selectboard Members: Ture Nelson, Chair; Jeremy Hansen, Vice Chair; Wayne Lamberton, Secretary; Brad Towne and Pete Kelley. Present: Dana Hadley, Town Administrator; Diane Isabelle, Town Treasurer. All items are unanimous unless otherwise noted.

**APPROVED MINUTES**

Call to Order

Meeting called to order by Chair Nelson. Lamberton absent.

Changes to Agenda

Town Administrator Hadley asked to discuss an item on the RFP that was released for assessing services.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle provided an update on the properties that are now paid in full and will not go to tax sale.

Charles Storrow- Continuing Discussion of Route 62- Tree Removal

Storrow gave an update on the actions he has taken since the last meeting. He asked for a letter to VTrans in support of the mall. There was discussion about protecting plant life in the area and the board was informed that all of the environmental regulations would still need to be in compliance; the permission and letter of support are simply for the permission to pursue clearing. Kelley moved to support sending the letter of intent. Seconded by Towne. Passed 3-1.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 18g09 with checks 17586 – 17635 in the amount of \$152,672.56. Also payroll warrant number 18-09 for payroll from October 15, 2017 – October 28, 2017 in the amount of \$42,393.89. Seconded by Towne. Passed unanimously.

Top Five Sites for Storm Water Management- Identification of 5<sup>th</sup> Site

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Hadley reviewed the four sites selected by the board at the previous meeting. They are the town offices and garage, both fire department properties, and the elementary school. Hadley heard back from VTrans and they are pursuing a plan on their own and will not be involved with the town. One property is left to select.

The Town Administrator will contact property owners to locate one more site willing to move forward with this project.

### Permit for Digging within Town Right of Way

- Sandra Vitzhum/Bartlett Hill Company- Three Permits for Lots #3, #4, & #5

Hansen moved to approve permit number 17-093, 094, and 095 for digging within the town right of way. Seconded by Towne. Passed unanimously.

### Review of Draft FY '17 Audit

The draft audit was received and Isabelle reviewed it with the board. Each category on the audit was reviewed with explanation why if the spending was higher or lower than budgeted.

### Application for Peddler's License- Mike Molleur- Selling Christmas Trees at Berlin Mall

Hansen moved to approve application for a peddler's license for Mr. Moeller. Seconded by Towne. Passed unanimously.

### Route 12 Speed Limit

Hansen discussed the topic because it came up on Front Porch Forum, an online community forum. There was discussion about the high rate of speed at which people drive along route 12. The suggestion was to contact VTrans to pass on concerns of the issue.

### Bid Opening- 2018 Lawn Care / 2018-2021 Cemetery Care

#### Cemetery Care:

Orange County Property Management, LLC. – \$7,500 in 2018; \$7,875 in 2019; \$6,828 in 2020. Additional work at \$35 per hour.

Travis Paquette- \$4,075 in 2018 (per hour rate of \$40 with pay for extra work). No subsequent years noted.

Kirkyard Services- \$7,000 per year, 2018-2021. Additional work bid or \$30 per hour.

#### Lawn Care:

Orange County Property Management- \$2,000 for sites indicated. Additional work \$22.50 per hour.

Travis Paquette- \$3,000 for sites indicated. Additional work \$40 per hour.

Kirkyard Services- \$2,200 for sites indicated. Additional work \$30 per hour.

Items were tabled for the next meeting to compare to printed rfp.

### Approval of Previous Meeting Minutes- 10/16/2017 & 10/24/2017

There was no quorum to approve minutes.

### Town Administrator Report

Town Administrator Hadley received a letter from the Veteran's Council explaining that they placed flags for Veteran's Day and would appreciate a contribution to help cover the cost because the cost has gone up. There is money in the cemetery budget for a donation.

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Hadley discussed a visit with Sergeant Bassette asking for an amendment to the union contract in the physical fitness provision. He is asking Planet Fitness to be added to the other approved gyms. There was agreement from the board.

### RFP for Professional Assessing Services

One bid was received from the current vender. Hadley wanted the board to be aware that new vendors have yet to bid.

### Round Table

Kelley discussed the intersection to turn into Price Chopper. Because there is an extra light and the lights are not lined up to the lanes there is confusion at the intersection. Kelley reported a near accident he was involved in.

Hansen praised the highway and utility crews after the wind storm for quickly clearing the roads. He is also having a meeting for those interested in creating a communications union district in central Vermont.

### Adjourn Selectboard and Convene Liquor Board

- Application for Catering License- Cornerstone Burger Co. for Corporate Party at 1021 Paine Turnpike North

Hansen moved to recess the selectboard and convene the liquor control board. Seconded by Kelley. Passed unanimously.

Hansen moved to approve the request to cater. Seconded by Kelley. Passed unanimously.

Hansen moved to adjourn the liquor control board and reconvene the selectboard. Seconded by Towne. Passed unanimously.

### Executive Session

Hansen moved to find that premature general knowledge of the pending contract with Vermont Appraisal Company will clearly place the town at a substantial disadvantage. Seconded by Kelley

Hansen moved to enter into Executive Session to discuss the proposed contract with Vermont Appraisal Company pursuant to 1 V.S.A. §313(a)(1). Seconded by Kelley.

Hansen moved to exit Executive Session and reconvene the Selectboard Meeting. Seconded by Kelley.

Hansen moved to adjourn, Seconded by Kelley.

For the Select Board:

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Bethany A. Towne