



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

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

**Monday, November 16, 2015
6:30 PM**

Selectboard Members: Ture Nelson, Chair; Jeremy Hansen, Vice Chair; Roberta Haskin, 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. Haskin absent.

Changes to Agenda

Addition of approval of licenses, permits, vouchers, and applications which was omitted from the agenda by error. Topic added after Treasurer's Report.

Public Comment

None.

Treasurers Report

Trial balance and budget status report for month of October provided to members of the board, as well as delinquent tax report. Second installment of taxes due November 17.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve payroll warrant number 16-11 for November 1, 2015- November 14, 2015 in the amount of \$40,390.93. Also accounts payable warrant number 16g13 for checks 15677-15719 in the amount of \$196,659.25. Accounts payable warrant number 16w5 for the water division checks 10018-10020 in the amount of \$439,923.07. Also reconciled bank statements for the month of October 2015 in the general fund and water division, journal entries for October 2015 and tax administration entry for October 2015. Seconded by Kelley. Passed unanimously.

Paul Giuliani- Approve and Sign USDA Water System Bond financing Document

Bond attorney was unable to attend but did drop off paperwork. There are several places that need signatures which need to be approved by vote of the board. Total amount of the bond is \$4,016,000. Hansen moved to sign the resolution and certificate regarding the water system bond. Seconded by Towne. Passed unanimously. Hansen moved to approve the tax certificate for the \$4,016,000 general operation bond. Seconded by Towne. Passed unanimously. Hansen moved to approve the public water system improvement bond in the amount of \$4,016,000. Seconded by Kelley. Passed unanimously.

John Kiernan- Otter Creek Engineering- Water Project

Kiernan was present to discuss a meeting agenda. Kiernan introduced himself and explained that he is new to the company but discussed that he can help with operation of the system which he has helped do for other projects. He discussed necessary elements to obtain a permit to operate, which is needed to sell the water the system is being built for. He explained factors involved in obtaining the permit, which include proof of capacity, a budget, and managerial ability to have the staff needed to manage the system. Kiernan discussed compiling a draft to submit to the state. Hansen discussed charter changes that are in progress that could affect the water project. Particularly that a water board/commission is not currently in place so for the current time falls back on the select board. Kiernan also discussed a draft ordinance. There will need to be a public hearing to discuss before approved. Annual operation budget draft was discussed as well, with annual cost of \$50,000. The topic of a rate schedule was also brought up and discussed. Hadley brought up the topic of the permit needed by those getting water service which is being put together as a group. Kiernan discussed that the state has taken jurisdiction of water and sewer systems since 2007 and that this new rule means everyone must have a permit to change their water source. It was discussed that those wanting to hook onto the new water will need to hire a contractor to dig the line and plumber to connect their water to the new water system, but the line will be up to the right of way. USDA does not fund work on private property. Kelley asked if there is an average price of the cost for people to have this work done. The estimate was \$20-\$30 per linear foot as a rough estimate as the make-up of the land can affect what needs to be done. The topic of chlorination was discussed, it is currently not required by the state to chlorinate a ground water system. Kiernan discussed options for chlorination. Chlorine would need to be tested daily.

Berlin Economic Development Committee- Update on Local Options Tax and December Meeting Plans

Hansen reported on a meeting of the Berlin Economic Development Committee. He reported that the committee suggests adding the local options tax to the town meeting ballot. A local options sales tax could bring \$415,000 to the town, about 16% of most recent budget. Hansen mentioned having open forums before the topic is added to the town meeting ballot. There was discussion about other towns that have a local options tax and also that Montpelier is also looking into a local options tax. Discussed a meeting of Berlin businesses to discuss the road diet plan and the local options tax.

Bid Recommendation for Building Access Security System- after Hardware Research

After research, Hadley reported that of the top 4 companies, 2 use the same hardware. The lowest bid uses Snyder Electric which is an international company that has existed for many years and references were provided by the company bidding, Life Safety Systems. The remaining bid used a different company with similar background and good references. Life Safety Systems is the low bid at \$7,000 which includes printer. Hardware on all bids comparable. Hansen moved to approve the bid from Life Safety Systems which totals \$7,000 including the printer. Seconded by Kelley. Passed unanimously.

Town Administrator Report

Hadley reported water transmission lines are completed on Industrial and Granger Road. Reported on the zoning meeting and provided hand-outs from that meeting. Reviewed old and new zoning. Hadley mentioned that a letter was received from Aegis Renewable Energy proposing a solar project on Airport Road near the Barre Town line. Hadley discussed requests from residents to add street lights. Asked the board if there is a rule to determine how or when to add a street light. There is not a concrete procedure for selection of location. Reported the proposed easement of the Burns property has been withdrawn.

Approval of Minute(s) of Previous Meeting(s)- 11/2/2015, 11/9/2015

Hansen moved to approve minutes from the Monday, November 2, 2015 regular select board meeting with noted corrections. Seconded by Towne. Passed unanimously.

Hansen moved to approve the minutes of the special meeting for nonday, November 9 2015 with previously noted changes. Seconded by Towne. Passed unanimously.

Round Table

Hansen reported that the Berlin Elementary School Lego Robotics Team placed 8 out of 27 at the First Lego League competition.

Hansen asked if there was a time frame for completion of the park on Muzzy Road. Mentioned that the conservation committee may like to have input on wording of the signage.

Hansen discussed the software used by the Burlington Police Department which could save some costs if used by the Berlin Police Department. Hadley to follow up on a discussion of the topic with the Chief.

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

For the Select Board:

Bethany A. Towne