



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

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

**Monday, November 20, 2017
7:00 PM**

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

UNAPPROVED MINUTES

Call to Order

Meeting called to order by Chair Nelson. Hansen absent.

Changes to Agenda

Town Administrator Hadley asked to add an item for the liquor control board to consider a catering license. The topic addressing the appraisal services oversight policy was removed.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle gave the board the October status report and trial balance as well as the delinquent tax report.

Approval of Licenses, Permits, Vouchers, and Applications

Lambertson moved to approve general fund accounts payable warrant number 18g10 with checks 17636-17671 in the amount of \$34,073.54. Also payroll warrant 18-10 for payroll from October 29 – November 11, 2017 in the amount of \$41,963.18. As well as October bank statements for the general fund, sewer commission, water division, and October general journal entries and tax admin. Seconded by Towne. Passed unanimously.

Matt Levin – Central Vermont Solid Waste District- FY '19 budget

Matt Levin provided an update to the select board. The Central Vermont Solid Waste District is currently working on a budget. No significant changes are expected but are to remain stable. The commercial food waste business is now in the hands of Grow compost. Levin provided other updates regarding the District's programs.

Karla Nuissl- Planning Commission

Karla was present to discuss the planning commission not being able to complete the proposed zoning changes. In order for that to occur there must be a town plan prior to presenting the zoning changes to voters. The commission has concluded they do not have the ability to complete it on their own and would like permission to hire a consultant. The commission has worked with Brandy Saxton of Place Sense Consulting. Karla discussed the qualifications of Brandy, who has worked with the town before. Since funding for a consultant is not in the FY'18 Hadley will work on a method for funding.

Appraisal Services Contract & Unlanded Mobile Homes Re-Appraisal Contract

There was one bid for unlanded mobile home re-appraisals at the cost of \$65 per parcel. There are 202 parcels. There is a re-appraisal fund with sufficient funds. Work would begin in 2019 for that year's grand list. Lamberton moved to approve \$13,130 for re-appraisal services of unlanded mobile home parcels by Vermont Appraisal Company. Seconded by Towne. Passed unanimously.

Appraisal Services Contract: Vermont Appraisal is the sole company which submitted. One part of the proposal is a different staff than currently serving the town. Their bid is for \$1,695 per month. Lamberton moved to enter into contract with Vermont Appraisal Company for a 3 year term at the rate of \$1,695 per month.

Errors and Omissions

Hadley presented the errors and admissions from the assessors. There are some changes to the grand list. One is a mobile home that had been removed. \$50,000 is being deducted from the grand list. Another is a building not picked up since 2012 for \$380,000. There is a change of a total of \$330,000 added after these changes. Towne moved to accept the errors and omissions. Seconded by Lamberton. Passed unanimously.

Insurance Proposals Received

Two bids were received.

Dennis, Ricker, and Brown bid \$117,530.

Vermont League of Cities and Towns bid \$144,457.

Hadley recommended that time be allowed to review the contents of the bid. He noted that the rfp was not put out because of any dissatisfaction with the current insurance.

Municipal and Cemetery Lawn Care Review

Hadley reviewed the bids which were opened at the last meeting. Hadley recommended Kirkyard for the cemeteries and Orange County Property Maintenance for the municipal buildings. Lamberton moved to award the cemetery mowing contract to Kirkyard Services and to award the contract for municipal area mowing to Orange County Property Maintenance.

Approval of Previous Meeting Minutes- 10/16/2017, 10/24/2017 & 11/6/2017

The minutes of October 16, 2017 were tabled due to lack of quorum for that meeting. Lamberton moved to approve the minutes of October 24 as printed. Seconded by Kelley. Passed 3-0 with 1 abstained.

Towne moved to approve the minutes of the regular selectboard meeting on November 6 as printed. Seconded by Kelley. Passed 3-0 with 1 abstained.

Town Administrator Report

Selectboard Minutes

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Town Administrator Hadley reported on a reply from VTrans regarding the speed limit on route 12. They reviewed it and did not support a reduction of the speed limit on that section of the road.

Round Table

None.

Liquor Commission

Towne moved to adjourn the select board and convene the liquor control board. Seconded by Lamberton. Passed unanimously.

An application for a catering license was submitted by Moog's Place for a birthday party at the grange. Lamberton moved to approve Moog's Place liquor license. Seconded by Kelley. Passed unanimously.

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

Lamberton moved to adjourn the meeting of the selectboard. Seconded by Towne. Passed unanimously.

For the Select Board:

Bethany A. Towne