



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

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

**Monday, October 5, 2020
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Flo Smith, Co-Vice Chair; Justin Lawrence, Co-Vice Chair; John Quinn III, Secretary; Angelina Capron. Present: Tom Badowski, Assistant Town Administrator; Diane Isabelle, Town Treasurer; Greg Gallant, ORCA. All items are unanimous unless otherwise noted.

UNAPPROVED MINUTES

Selectboard Meeting – Call to Order

Chair Towne called the meeting to order. Capron absent.

Additions or Changes to the Agenda

None.

Public Comment

None.

Treasurer's Report

Town Treasurer Isabelle reported that the audit is underway with no issues so far. She explained that account balances under the amount of \$5 total \$16.08 and she asked for abatement of those accounts. Smith moved to abate the 14 tax bills totaling \$16.08. Seconded by Lawrence. Passed unanimously. Isabelle possessed the preliminary school budget; the year went up by \$117,621. The preliminary budget is \$6,821,118.

Approval of Licenses, Permits, Vouchers, and Application

Smith moved to approve payroll warrant number 21-07 for payroll from September 13, 2020-September 26, 2020, paid on September 30, 2020, in the amount of \$38,136.44; accounts payable warrant 21g07 with check 2553-2596 in the amount of \$102,608.72; September reconciled bank statements for the general fund, sewer commission, and water division; and August general journal entries and tax admin correction. Seconded by Lawrence. Passed unanimously.

Emergency Medical Services RFP

Badowski provided the board with a draft. The bid is ahead of schedule as the services do not end until 2021.

Fisher Road Culvert – Robert Clark

The Fisher Road culvert has collapsed and is now an emergency situation. Clark discussed the state requirements for a replacement. Clark continued discussing options, including a temporary culvert that would allow the road to open and buy time to make a permanent plan. However, this would require the town pay the cost of the temporary fix plus the permanent solution. The temporary solution alone could

cost approximately \$250,000. The permanent fix cost was not immediately available pending engineering work. The material for the permanent solution will run approximately \$200,000. The permanent solution will cost approximately \$750,000. Adding the cost of a temporary fix will push that figure to \$1,000,000 or more. Consensus of the board was to pursue only the permanent fix. Towne asked what amount needed to be approved to have work started on engineering to begin the permitting process. Quinn moved to spend up to \$40,000 for engineering services for design and work needed to plan for a permanent structure on Fisher Road. Seconded by Lawrence. Badowski asked if the need to keep the road closed throughout the installation of the permanent solution should be part of the motion. The board was satisfied that mention of that requirement would be on the record through meeting minutes. Passed unanimously.

Brandy Saxton/Karla Nuisl – Berlin Town Center

1. Capital Improvement Plan (Saxton)

Spreadsheets prepared by Saxton were provided to the board. The plan focuses on capital as relates to infrastructure projects. Saxton reviewed the information with the board. The figures she used include past amounts and future projections. Lawrence asked what percentage of a grant will be used for the town center. Of \$60,000, \$27,000 has been spent. Saxton believes the project is 2/3 of the way through the budget available but a good bulk of the work is done. Lawrence asked if the application will be submitted for less than \$60,000. Saxton indicated that was correct.

2. Municipal Planning Grant – Municipal Facilities Needs Assessment (Nuisl)

Nuisl commented that it is great to be on budget considering the curve balls with completing the application. She praised Saxton's work. She reported that the municipal planning grant was submitted. There should be information available about that grant's approval status within 30 days.

3. Water/wastewater Allocations (Badowski)

Continuing from the last meeting, Badowski had for the board a document reviewed by the public works board and ready for the select board's review.

4. VTrans Alternative Transportation Grant (Badowski)

In regards to the recreational path planned around the town center, Badowski is applying for a transportation alternatives grant through VTrans for a study of that path that will investigate size/width, materials, initial plan, etc.

Usage of Town Property by Private Companies – Tim Bingham

Bingham asked the board to consider a policy to limit the usage of town property to municipal projects. He complained of excess noise and traffic from private companies setting headquarters on town property. He specifically was referring to Winterset, an outfit completing work on a state project. He believes the companies should stage in the industrial park instead. Quinn expressed some frustration that the board has not been involved in approving the staging, it has been employees (either road foreman or town administrator) and thought that the board should be involved in that process to evaluate benefit to the town and liability.

Dodge Farm Road and Water Works Way – Roberta Haskins

Haskins explained that she lives on Scott Hill and is currently building on Dodge Farm where there is an HOA and all lots are sold with 2 homeowners, 3 under construction, and 3 coming in 2021. The road terminates at the water system so it has to be maintained. Currently there is some arrangement that the town plows the road when there is a need to access the water system. Haskin asked, on behalf of the homeowners, if the town would be willing to take over Dodge Farm Road and Water Works Way. She is the owner of Lot 9, the lot through which the town right of way crosses. The board reviewed maps of the road and discussed policy requirements. The policy will need to be reviewed to ensure the road is obtained and maintained in the proper condition.

Police Chief Recruitment, Interim Police Chief Search

A short list of candidates is being determined before gathering the larger committee. There was a brief discussion about how many candidates would be presented to the board. General consensus was reached

that more than one candidate should be presented to the board, preferably 2 or 3. The interim chief was discussed during executive session.

Town Administrator Recruitment

The process is underway. The selection committee is scheduling to gather and determine how the selection will work.

Town Campus – Stormwater Treatment – Bid Award

Badowski explained that he is still waiting to hear from the grant funder about additional money before proceeding.

Local Government Expense Reimbursement Grant

The town received approximately \$70,000 for COVID related expenses. Staff is putting together a list of expenses already incurred and those projects that are desired.

Municipal Roads Grants-In-Aid Program - Ashley Andrews

Andrews discussed the details of the program, including the expenses the funds may be used for related to municipal roads. The amount offered is about \$17,000 and depends on the hydraulically connected road miles. Berlin has 26-27 such miles. The funds can be used to improve the roads as relates to the health of waterways. The work is decided upon through collaboration with the planning commission.

Police Training

Quinn discussed a training that an officer would like to attend. The cost is \$82 and it is a death investigation training. Lawrence moved to approve the \$82 cost for this training. Seconded by Smith. Quinn noted that they are well within budget for training. Passed unanimously.

VAST/Town Roads

Lawrence discussed the time he has spent looking into the local trail systems. They are currently connected to Northfield except a short section near the pond. The section is the end of Black Road to Irish Hill. Quinn moved to approve opening Black Road and Brookfield Road from Irish Hill to the end of the class 4 portion of Black Road to snowmachines September 15-April 15, the VAST season. Seconded by Smith. Quinn's intention is to work with the conservation board to ensure the trails are used properly and shared. Passed unanimously.

Approval of Selectboard Minutes – September 8, 2020 and September 21, 2020

Quinn moved to approve the minutes. Seconded by Lawrence. Quinn clarified that the motion is for September 8 and September 21 minutes. Passed unanimously.

Roundtable

1. VERB Unemployment Insurance

Badowski provided documents to the board.

2. Winter Plow coverage

The town is working to secure additional coverage for plowing.

3. Crosstown Road Sewer Improvement Project

Badowski explained an application to the state for revolving grant funds for a small wastewater collection system. The public works board has been looking at this option for several years. The grant covers 50% of the final design.

4. 10.19.20 VT State Police, Conservation Committee

State Police will have a presentation at the next meeting about their move.

Round Table

Quinn asked that an action item be scheduled at the next meeting to discuss prorating selectboard members' pay based on the number of meetings attended. Quinn also expressed an interest in seeing department head reports monthly. Badowski asked if he has a format in mind. Quinn explained a format where the past two weeks are reported on and intentions for the next two weeks are provided.

Executive Session – Legal, Personnel, Contract

Quinn moved to enter into executive session for Legal, Personnel and Contract. Seconded by Lawrence. Passed unanimously.

Smith moved to exit Executive Session. Seconded by Lawrence. Passed unanimously.

Quinn moved to hire Anthony Amaral as Interim Police Chief until such time as a permanent Police Chief is hired and fully transitioned. Seconded by Lawrence. Passed unanimously.

Lawrence moved to adjourn at 9:42PM, second by Smith. Passed unanimously.

For the Select Board:

Bethany A. Towne