Town of Berlin
Municipal Office Building
108 Shed Road

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

Monday, October 6, 2014
6:30 PM

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

MINUTES APPROVED AT SELECTBOARD MEETING OF OCTOBER 20, 2014

Call to Order

Called to order by Chair Ture Nelson. Towne absent.

Changes to Agenda

Hadley added letter from listers about interest in extending contract and email from Vermont Fish and Wildlife about proposed memorandum of agreement. To be added before Town Administrator Report.

Public Comment

None

Treasurers Report

Website up and running. Hard drive failed on server, delaying process. Isabelle to take part in training for making website changes, Nelson to sit in on training. Provided proposal from Blue Cross Blue Shield for review, topic to be on next agenda. Asked about financing for new equipment and if the truck and chipper were to be financed together or separate. Hansen explained that he thought it had been decided to take money allocated for this fiscal year for down payment that would nearly cover truck and the rest to be financed. Others in agreement of that recollection. Discussion continued about whether or not to purchase extended warrantee. Information about what's included in the extended warrantee to be gathered before making a purchasing decision.

Credit Cards- Electronic Check Processing Contract

Sent copy of contract to board to read. Did not see anything that stood out in contract. System does not cost a lot. 3% of purchases goes to company that runs the system and $1.50 for echecks (paid by end users, not taken out of town revenue). Office is located in Montpelier, Isabelle was able to talk to Stowe, as they also use the system. Hansen asked when the system would be available for use and if it's only for property tax payments or other payments. Isabelle answered that it should be usable by November or December 1 and for now it's just being used for tax payments.

Town Server Back Up and Anti-Virus

Back up offered by current tech service (RB tech) would cost $100 per month. Backs up to server at their office in East Montpelier and Reuben's home in East Montpelier. This back up would cover what is not covered by Nemrc[1]. Hadley suggested seriously considering an off-site back up. Hansen had made contact with people at Carbonite to talk about Linux[2] back up but wasn't able to follow up. Anti-virus for the server is about $30 per month. Hansen expressed the opinion that he believes the price from RB is expensive. Hadley mentioned that at another place he'd worked, Carbonite was helpful. Bit defender anti-virus, $2 per month per workstation- already using bit defender. Hansen and Isabelle to meet to discuss further and make calls for information and to further research.

Website Privacy and Linking Policy

Policy available for review. A couple of small errors were found to be corrected.

Tax Information Release to Third Party

Isabelle explained scenario in which a company asked for list of overdue. The list included people who were not their customers. Instead asked for email to look up just those who were customers of that company. Was unsure of policy on sending entire overdue list.

Approval of Licenses, Permits, Vouchers and Applications

Hansen asked about reimbursement submitted by Hadley. Asked for supporting documentation for what that covers. Contract had read there would be reimbursement of $2500 for relocation. Hansen moved to approve payroll warrant 8 in the amount of $36,040.39 for the September 21, 2014-October 4, 2014 payroll paid October 8. Accounts payable warrant 12, checks 14551-14552 in the amount of $56,512.86. Accounts payable warrant 13, checks 14553-14595 in the amount of $178,104.69. Seconded by Haskin. Passed unanimously.

Road Condition of Vermont Route 12- Resolution

News from Northfield of leveling surface coat to be done between Northfield and Montpelier this fall. Hansen to retract resolution.

Update of Cases Before the DRB

Hadley asked if the board likes to have information on the cases before the DRB as it is not the select board's area. Nelson said that a status update is one thing, discussion is another. Most of the time no action form select board is needed. Hansen mentioned that previously items of interest were presented during the Town Administrator's report.

Signatures for Appointment Form

Hadley has talked to Rosemary about swearing-in new appointments on commissions and boards so they can be officially recognized. Kelley asked if there would be process for removing someone. Hansen suggested running roster.

Surplus Property Policy

Last meeting, suggestion was made to add minimum value of $500. Change has been made under General Section 1C. Nelson recommended adoption of the policy. Kelley moved to adopt the Surplus Property Policy as presented. Seconded by Hansen. Passed unanimously.

Sale of Town Surplus Property

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[1] Changed: Nemrik to Nemrc
[2] Changed: Lynox-Linux

2004 Nissan Pathfinder. Notice drafted by Hadley to be released on this item. Vehicle needs inspection before sale.

Name Change- Green Mountain Drive

Last meeting was public hearing. Three different thoughts were presented. Proposal is to rename it Caledonia Drive. Mr.Atkins recommended Washington Drive. Others suggested not renaming it, but leaving the road Green Mountain Drive. Kelley suggested making a decision as it is becoming drawn out and the objections are new. Kelley moved to rename the road Caledonia Drive. Seconded by Hansen. Passed unanimously.

Letter from Pine Hill Drive Resident Concerning Ditching

Hadley received phone call from Mrs.Womer[3] regarding ditching work done on Pine Hill Drive. Took a few photos of the area. Ditch is right next to their driveway, is deep and filled with riffraff. Had not been maintained for some time and had been filled in. Mrs.Womer[4] concerned about depth and appearance. Discussion continued about recent ditch work across town. Hadley to let her know that her concern is appreciated.

Memorandum from Listers

Letter received outlining the work done by listers. Had a lot of catch up work to do, appreciated help the staff gave them. Hoping that the board may consider amending their agreement to give them another year to work for the town as they are organizing their work log. Contract is currently one year. Nelson suggested researching what was approved and discuss next meeting.

Draft from Fish and Wildlife on Memorandum of Agreement

Asked for some clarification of a statement which said that the town would be involved in all work prior to initiation. They want to know what that meant. Nelson mentioned that he would be okay with omitted that wording. Fish and Wildlife asked to change total dollar amount they'd be responsible for from $6,000 to $5,000. Separate agreement exists between Berlin and Montpelier for cost sharing. Nelson recommended that it be posted on the town website and discussed at the next meeting.

Town Administrator Report

Meetings coming up: 2 lot sub division before the DRB tomorrow night, Planning Commission on Wednesday, Emergency Management at the Fire House on Thursday at 6:30, Sewer Commission next Monday at 7 pm, Berlin Elementary School Board at 6:15 on the 13th. Next Monday is Columbus Day, office closed. Historical Society meeting 7 pm on the 15th.
Submitted application for planning grant as discussed at last meeting about update of subdivision regulations.
Bill received for Dubois and King on the pedestrian and biking scoping study. Requested reimbursement from VTrans.

Approval of Minute(s) of Previous Meeting(s)

Unable to approve.

Round Table

Hansen brought to the board's attention that he received email about a church goer being pleased with the repaving. Also a thanks for the tree removal on Bartlet Road for tree removal. Fire Department putting

[3] Changed from Wulmer to Womer
[4] Changed from Wulmer to Womer

budget together, encouraging them to use an online format for clarity. Brought up that several months ago there was discussion about conducting a traffic study on Browns Mill Road and possibly changing the speed limit to 25 (currently 35 but there is a sharp corner and kids in the area). Asked that the study be put in progress and to bring the speed cart out there.
Kelley received a phone call with a few questions. Asked about road on which the new Northfield Savings Bank is located as someone was concerned about a piece of foundation being too close to the road. Was brought to Tom's attention and emailed someone about zoning regulations. They felt it is not an issue. Also asked about Berlin spending money for the library, as there has been discussion on Front Porch Forum. Town had voted against it. Also was asked 'is regionalization behind us' and replied that he thought so. Talked about brochure for Montpelier from FEMA pertaining to flood plains. There was an underlined section he mentioned specifically about building in a flood plain area. Question was raised about building on a flood plain and FEMA regulations about not being able to spend more than 50% of property value on a new building when building in flood zone. Somebody mentioned they thought it was a suggestion not to invest more than 50% of the value on fixing or rebuilding if in an area where they may flood again. Hadley to talk to Tom about the issue.

Legal, Personnel and Contract (Executive Session Anticipated)

Hansen moved that the board find that public discussion of the real estate contract in question would be disadvantageous to the town pursuant to the section previously cited. (Due to premature public exposure.) Seconded by Kelley. Passed unanimously. Hansen moved to enter executive session to discuss aforementioned contract. Seconded by Kelley. Passed unanimously.

Hansen motioned to exit executive session and adjourn meeting. Seconded by Haskin. Passed unanimously.

For the Select Board:

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Bethany A. Towne