



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

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

**Monday, October 16, 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

Vice Chair Hansen called the meeting to order on behalf of Chair Nelson, who was out of town. Kelley absent.

Changes to Agenda

None.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle supplied the board with the September budget status report, trial balance, and delinquent tax report. Two of the three property owners that were at risk of property going to tax sale have responded to pay. Hansen asked about a travel policy in which depending upon the cost a car is rented for far travel. Hadley and Isabelle discussed the rarity of such trips but that it can be reviewed.

Review of School Tax Balances under five dollars

There are twelve accounts under \$5. Lambertson moved to allow the treasurer to eliminate the fees less than \$5. Seconded by Towne. Passed unanimously.

Approval of Licenses, Permits, Vouchers, and Applications

Lambertson moved to approve general fund accounts payable warrant 18g08 with check 17452-17585 in the amount of \$142,352.75. Also payroll warrant number 18-08 for payroll from October 1-October 14 in the amount of \$43,584.53. The reconciled September bank statements for the general fund, water division, and sewer commission as well as September 2017 general journal entries and tax admin adjustments. Seconded by Towne. Passed unanimously.

Top Five Sites for Storm Water Management

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Town Administrator Hadley discussed the steps that have been taken to follow up on the topic from the last meeting pertaining to storm water management and a study that identified top priority properties. He asked if the board is ready to identify the top five sites. Lamberton expressed his opinion that since funding is available for municipal sites then those are worth pursuing. Four of the top five sites are municipal. There was general agreement that the VTrans information is needed for descriptive purposes especially when approaching a private land owner about a modification to their property. Towne asked about the amount of impervious land needed for site identification. It was identified that three-acre parcels were the criteria. The topic was pushed to the next meeting to further consult with VTrans and/or to acquire more information.

Route 62- Limited Access Highway

Charles Storrow, representing the Berlin Mall came before the board and advised them that the mall was no longer asking for the designation for Route 62 to be changed. The Mall realizes that the possibility of having that designation changed is slim. The Mall would ask the Board to support their desire to thin trees on Route 62 in order to give the Mall more visibility. Storrow will be back at the next meeting for the board to review a letter about the tree cutting.

Grant Opportunity for Update of Local Hazard Mitigation Plan

Hadley has been in discussion with the regional planning commission about a grant to update the local hazard mitigation plan. A grant opportunity has become available which requires a 20% match. Hadley plans to apply for the grant.

Small Business Saturday Proclamation

This is an annual request for designation which has been fulfilled the last three years. Lamberton moved to declare the last Saturday of November as small business Saturday in the town of Berlin. Seconded by Towne. Passed unanimously.

Preliminary FY '19 Budget Discussion

Hadley provided a preliminary list of meetings with departments. He asked if there was a goal from the board for a flat budget or a definite percentage change. The Board had no further suggestions but will review as presented. There was further discussion of the schedule for budget presentations.

Open Meetings/Executive Session

At the last meeting a step was overlooked. The first step should have been finding that premature public knowledge would place the town at a disadvantage. That step was omitted and needs to be applied in the future. Normally it is used as the first step but was missed in one meeting.

Approval of Previous Meeting Minutes- 10/2/2017

Lamberton moved to approve the minutes as printed. Seconded by Towne. Passed unanimously.

Town Administrator Report

Town Administrator Hadley discussed the League's Municipal Guidance Principals meeting. There was much discussion but no significant changes. Hadley gave an update of the I89 bridge project set to begin in 2020. The suggestion that had been sent was denied. A stipend will be sent to the town for the extra use of the roads. The original plan, on Crosstown Road, is not being pursued. The second version of the assessing proposal has been sent out. The insurance clause was removed as well as the mobile home update second bid.

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Hadley met with resident Robert Lehmert about an overall electricity/solar purchase package in which there are reduced rates. It is set up through SunCommon. If it is viable, he will come before the board with a proposal.

Last spring there was a discussion of the culvert on Mirror Lake Road. At this point it is in bad shape and needs replacing. It is set up to hold for the winter. The same issue is present on Richardson Road. Both projects will require permits and come at a cost. There is no choice on either one. Mirror Lake road is worse but both are needed.

Round Table

Hansen attended the ribbon cutting of the Berlin Elementary School renovations which was well attended and the school looks great.

Hansen asked about who is on the cemetery committee. He discussed that some under staffed town committees allow high school age residents to serve on committees. Hadley expressed the opinion that high schoolers may not be able to make the type of decisions. Hansen explained that some committees, such as the cemetery, may be appropriate.

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

For the Select Board:

Bethany A. Towne