



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

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

**Monday, October 17, 2016
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 a discussion of the floor drains and oil/water separator. He also asked to add a topic to sign the appointment of Jeremy Hansen to the Cemetery Commission at the last meeting.

Public Comment

None.

Treasurers Report

Treasurer Isabelle provided the selectboard with the trial balance, budget status report and delinquent tax information for the month of September. The police payroll was also completed and is up to date. The board of abatement is meeting November 2. There is one property planned to go to tax sale and more about two or three others will be known after that meeting.

Approval of Licenses, Permits, Vouchers, and Applications

Lambertson moved to approve payroll warrant 17-08 for police retro pay from the union contract of October 7, 2016 in the amount of \$13,637.68. Along with payroll warrant number 17-09 for payroll of October 2, 2016 – October 15, 2016 in the amount of \$39,814.13. As well as accounts payable warrant number 17-g-8 with checks 16560 – 16606 in the amount of \$47,655.32. As well as accounts payable warrant number 17-w-8 with check 10106 for the water division in the amount of \$140. The September reconciled bank statements for the general fund and water division as well as the September journal entries and tax administrative entries. Seconded by Towne. Passed unanimously.

Mike Wichrowski- Vermont Fish and Wildlife- Permit Application

Wichrowski discussed a wetlands permit that requires town approval as land owner. There was discussion of the parking lot for access and the potential for fish and wildlife to maintain the property at the access.

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Towne moved to authorize the chair to sign the wetlands permit for access. Seconded by Kelley. Passed unanimously.

Rich Kirn- Vermont Fish and Wildlife- Acquisition of Property- VT Route 12 on Dog River Road- OVT12-057

Vermont Fish and Wildlife is purchasing a three-acre property to access the Dog River. The property is valued at \$1,100. It is a small piece of land between the road and the river. There is an existing pull off so the property would not be changed, the purchase would be to maintain access. Kelley moved to sign the letter in support of the VFWD purchase of property. Seconded by Lamberton.

Five Year Plan for the Highway Department

Hadley discussed progress made on the five-year plan. He was able to access older material to help in formulating the current plan.

Delinquent Tax Policy

Changes suggested at the last meeting have been made and the updated policy was provided. Lamberton moved to approve the tax policy as printed. Seconded by Kelley. Passed unanimously.

Traffic Ordinance/Parking

Hadley discussed adding parking to the traffic ordinance. Currently there is a regulation for no parking anywhere. There are occasionally issues, such as at Lover's Lane. Hadley asked the board for input. There was discussion of how to pick and choose which streets and areas to allow or to forbid parking. The traffic ordinance is being updated as the current one is from 1977. There is some discussion of parking on Mirror Lake Road in the ordinance which has motivated the current discussion to include more on parking. Hadley will bring the traffic ordinance to the next meeting.

Small Business Saturday- Proclamation

Nelson read the proclamation. Lamberton moved to approve the proclamation as corrected. Seconded by Towne. Passed unanimously.

Peddler's License Application- Mike Mollar- Sales of Christmas Trees

Lamberton moved to approve the peddler's license for Mike Mollar to sell Christmas trees. Seconded by Towne. Passed unanimously.

Floor Drains and Oil/Water Separator

Two quotes have been received for a water/oil separator tank. One quote was \$5446 and the other \$4890. The latter comes just under the \$5000 requirement for bidding. Tim had told Hadley the quotes are from the only two companies that sell them. Lamberton made a motion to authorize Tim to purchase the less expensive separator. Seconded by Towne. Passed unanimously.

Signature Form

Hadley provided a form to be signed appointing Jeremy Hansen to the cemetery commission.

Town Administrator Report

Town Administrator Hadley discussed workshops he attended at the town fair.

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Hadley reported on an emergency as Berlin Health and Rehab related to the water system. The tanks were running dry but the problem was remedied.

Hadley is attending a Vermont City and Town Managers Association fall meeting and will be out of the office Thursday as a result.

The next meeting is scheduled for November 7 and the space is being used for voting. In addition, Hadley will be out of the country. The meeting was moved to the 14th.

Approval of Previous Meeting Minutes- 10/03/2016

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

Round Table

Nelson asked for an update on the emergency supplies that had been discussed with Wanda. The supplies were moved to storage but the town needs to store them. A price had been obtained on a container which would cost about \$4,000. Bolduc metals rents storage containers for \$1200 per year. Storage options were discussed.

Executive Session

None.

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

For the Select Board:

Bethany A. Towne