



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

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

**Monday, October 19, 2015
6:30 PM**

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

APPROVED MINUTES

Call to Order

Chair Nelson called the meeting to order. Towne absent.

Changes to Agenda

Removed Stump Dump topic so more research can be completed.

Public Comment

None.

Treasurers Report

Trial balance and budget status report for September provided as well as delinquent notices. Tax sale to be held November 5 at the town offices. Two properties sent to town attorney for tax sale. There are four properties with delinquent taxes that the Treasurer will recommend to the Board of abatement to be abated.

Review of Budget Preparation Process

Town Administrator Hadley asked the board's advice about how to go about the process of preparing the budget. Brief discussion about having department heads submit proposals by the week after Thanksgiving.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve payroll warrant number 16-9 for October 4-17, 2015 in the amount of \$39,806.05. Accounts payable warrant number 16g11 with checks 15589-15631 in the amount of \$76,507.60. Accounts payable warrant number 16w4 with check 10017 in the amount of \$381,378.48. General journal entries for the month of September 2015. Tax administration adjusting entries for August and September 2015. Reconciled bank statements for the month of September 2015 for the water division and general fund. Seconded by Kelley. Passed unanimously.

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Matt Levin- Central Vermont Solid Waste

Levin was present to give the board a preliminary update of events and asked to be able to return in a few weeks with others for a thorough update. There is a public hearing scheduled to hold a discussion to increase the per person capita from \$1 to \$2. After the hearing it will go to CVSW for discussion. There is also discussion about a new facility, Levin stressed that it is in the discussion phase. There is a pressing need to be able to handle hazardous waste. Mandatory recycling has also come up in discussions about the potential new building. The board also discussed mandatory recycling with Levin.

Robert Schantz, Creative Landscaping, Inc- Muzzy Road Design

Schantz provided a copy of his plan to members of the board and also had a final sketch of the project for viewing. He went through the plans for the design with the board. A digital copy will be sent and posted so that residents can see the plan.

Charter Change Committee- Meeting Dates

Openings on charter committee were posted with no interest expressed.

Signature for Personnel Policy changes from meeting of 9/21/2015 & 10/05/2015

Signatures were gathered for the changes approved at previous meetings.

Bid Opening- Building Security System

Eight bids received.

Control Technologies of Williston. Installation for Berlin PD \$11,500. Other town offices \$14,500. Both PD and offices \$20,700. All subject to attached proposal.

DC Energy Innovations of North Hero, VT. PD \$7,973.89. Town offices \$11,263.82. Both \$17,480.85. Several pages of detail provided.

Life Safety Systems of Burlington, VT. PD \$5,000. Town offices \$7,000. Both \$11,000.

MEI Systems of Jay, Vt. Town offices \$19,500. Both \$21,000. Declined to bid PD only.

Round Table Security of Orleans, VT. PD \$9,817. Town offices \$15,197. Both \$24,033.

Setronics. Of Billerica Ma. PD \$13,858. Town offices \$14,526. Both \$27,784.

Summit Fire Security LLC of Colchester, VT. PD \$9,633.25. Town offices \$10,976.75. Both \$18,708.65.

Vermont Electrical Contracting of St. Albans, VT. PD \$14,550. Town offices \$24,550. Both \$39,100.

Hansen moved to table for review. Seconded by Kelley. Passed unanimously.

Bid Opening- Heating System- Municipal Office

None Received. Four contractors looked at the system. One quote was given of \$21,225. There was discussion about why it may be that no bids were received, such as the age of the system or unknown issues that may come up.

Discussion regarding establishing a stump dump

Removed- further investigation needed.

Personnel Appointments

Hansen moved to promote patrolman Kevin Blanchard to the rank of Corporal. Seconded by Haskin. Passed unanimously.

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Appointment of Union Negotiation Team

Hansen moved to appoint Roberta Haskin, Ture Nelson, Dana Hadley, Bill Wolfe and Rob Halpert to the town of Berlin's union negotiation team for the upcoming police negotiations.

Town Administrator Report

Provided the weekly VTrans update.

Update on the community rating system: Tom has a meeting with the state and a representative of FEMA about the final steps necessary to complete the requirements.

Hadley talked with the superintendent of the school board about a joint meeting. The select board has been invited November 9 to Berlin School Board meeting. The superintendent suggested that one item of discussion be Act 40 as it has impacted the school budget.

A resident is working to form a core group of volunteers to discuss the possibility of a central meeting space, the project will take much time and effort. The town offices were offered as a place for them to meet to discuss the topic.

The planning commission has been working on update of the zoning, and will present the updates to the public at a public hearing to be held November 11 at 7 pm.

Highway department has received new pick-up truck so there is one that needs to either be sold or Hadley suggested keeping it for the water division.

Attorney for the Berlin Mall will be present at next meeting to discuss the tax stabilization request sent forward by economic committee. Nelson asked that the tax stabilization policy be included in the packet for next meeting.

Hadley asked that the draft audit be added to the next meeting when everyone has had time to review, and then have the auditors in to review it with the board.

At the November 16 meeting, the papers will be available to sign the USDA loan for the water project so that loan can be closed.

Approval of Minute(s) of Previous Meeting(s)- 10/05/2015 & 10/13/2015

Hansen moved to approve minutes of the October 5, 2015 regular select board meeting with noted corrections. Seconded by Kelley. Passed unanimously.

Hansen moved to approve the minutes of the October 13, 2015 special meeting with previously noted changes. Seconded by Kelley. Passed unanimously.

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Round Table

None.

Executive Session- Legal, Personnel, and Contract

None.

Hansen moved to adjourn. Seconded by Kelley. Passed unanimously.

For the Select Board:

Bethany A. Towne