



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

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

**Monday, September 18, 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.

APPROVED MINUTES

Second Public Hearing- Update of the Traffic and Vehicle Ordinance

Hadley reviewed the updates to the traffic ordinance. There is the addition of a stop sign at the end of Caledonia Drive and an update in wording regarding parking at Lovers Lane. There was no discussion from the board or the public. Nelson closed the hearing.

Call to Order

Chair Nelson called the meeting to order. Towne absent.

Changes to Agenda

None.

Public Comment

None.

Treasurers Report

Town Treasurer Isabelle provided the August budget status, trial balance report, and delinquent tax report to the select board. She indicated which properties are being sent to the attorney and there is a possible tax sale coming up. The field work of the audit has been completed and reportedly went well. Nelson asked about pre-bates and Isabelle discussed that they have not yet been received but she is expecting some soon.

Review of School Tax Rate Report- Assessments

Hadley provided the numbers from the state regarding the school taxes. Large adjustments made were provided to the school to update figures. An exact figure is not yet available due to homestead and land use, but the assessors used updated information. Nelson asked Hadley if he had looked into filing an insurance claim with the assessors. Hadley had asked the attorney about that, but the response was that there may not be much of a case because of the ability to adjust the rate to cover it. However, now that more knowledge is known of the actions at the school it could be looked at more now. Nelson suggested pursuing it. Hadley suggested having the attorney attend a meeting to discuss the options.

Chuck Storrow and Michael Rushman- Discussion Regarding Route 62

Storrow discussed Route 62 status as a limited access highway. The reason given for the discussion is that Act 250 project review is currently difficult due to the status of Route 62. It was designated in the 60's as a commerce protection. Storrow argues that it is no longer relevant. Rushman discussed projects that are in the conversation stages and how the designation affects the project. Nelson asked what the argument would be against getting rid of the designation. Storrow mentioned a difficulty with getting curb cuts which is no longer an issue as a curb cut is already there and no others are planned. There is a concern about the limitations applied to signage currently.

Right of Way Permit Application- Robert and Denise Felch- Stewart Road

The right of way request is for a home that the son of Robert and Denise is building. Lamberton moved to approve the curb cut. Seconded by Hansen. Passed unanimously.

Joe Staab- Berlin Fire Department- Update on Department Accounting

Staab discussed issues with the accounting at the department. The department has pursued outsourcing of the department accounting. Batchelder was chosen as the accountant after a bid process. The accounting is now up to date. Staab outlined other steps being taken to improve the money handling within the department. There is a budget for the new fiscal year in the works and a new purchasing policy among other steps being taken to fulfill the suggestions given by Batchelder. Staab asked for the board to allow a review this year. Details were discussed with Isabelle and the board. Lamberton moved to approve the request to do a review for fiscal year 2017 and added that he would like that they participate with the board in RFP for audit services. Seconded by Kelley. Passed 3-0 with Hansen abstained.

Approval of Licenses, Permits, Vouchers, and Applications

Hansen moved to approve general fund accounts payable warrant number 18g06 with check 17462-17498 in the amount of \$58,817.93. Also, payroll warrant number 18-06 for payroll from September 3, 2017 – September 16, 2017 in the amount of \$42,048.34. Also, general journal entries for August 2017 and tax administration adjusting entries for August 2017. Seconded by Lamberton. Passed unanimously.

Adoption of Traffic and Vehicle Ordinance Updates

Hansen moved to adopt the traffic and vehicle ordinance with the previously warned and discussed updates. Seconded by Kelley. Passed unanimously.

Delegate for VLCT Town Fair Appointment

Hadley discussed that a voting delegate needs to be appointed by the board. Nelson has gone for several years but is unable to attend due to a conflict this year. Lamberton moved to appoint Dana Hadley. Seconded by Kelley. Passed unanimously.

Approval of Previous Meeting Minutes- 9/7/2017

Hansen moved to approve the minutes of Thursday, September 9, 2017 with the previously noted changes. Seconded by Lamberton. Passed unanimously.

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Town Administrator Report

Hadley discussed being approached by a resident considering donating their property to the town. Hadley wanted to discuss the procedure for acceptance if desired. It is a 38 acre parcel with a cabin. He wanted to let the board know of the interest of the residents to donate the land. Hansen asked for an address or approximate location and Hadley said he will send a map. It is on Mirror Lake Road.

Hadley also discussed looking at options for insurance. The town has gone through the league for insurance in recent years.

The planning commission has been struggling to write an updated master plan. The zoning work has taken the majority of their time. There is a grant available through the state that might be helpful to acquire a consultant. It would be springtime before they could hire a consultant. They need help with this as they have been working so hard on the zoning.

Round Table

None

Hansen moved to adjourn the regular Selectboard Meeting and Enter in Executive Session pursuant to 1 V.S.A. §313 (a)(3) Second by Lamberton

Executive Session

The Board exited executive session and Hansen moved to adjourn second by Lamberton.

For the Select Board:

Bethany A. Towne