



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

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

**Monday, September 21, 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

Meeting called to order by Chair Nelson. Towne and Hansen absent.

Changes to Agenda

Hadley asked to add an additional liquor license application to be considered by the liquor board.

Public Comment

None.

Treasurers Report

Isabelle discussed penalty for late filed Homestead Declaration forms filed with the State. The State imposes a penalty which the Town can choose to waive. The total amount of penalty for the late filers is \$1,275.00. The Select Board has asked this discussion be added to the October 05, 2015 agenda. In touch with auditors, was expecting first draft which has not yet been received but is expected shortly.

Approval of Licenses, Permits, Vouchers, and Applications

Haskin moved to approve licenses, permits, vouchers, and applications as follows: Payroll warrant number 16-7 for September 6, 2015 – September 19, 2015 payable on September 25, 2015 in the amount of \$39,659.15. Accounts payable warrant number 16g7 with checks 15499-15552 in the amount of \$62,470.15. Accounts payable warrant number 16-w3 checks 10015-10016 in the amount of \$399,763.91. General journal entries for the month of August 2015. Tax administration adjusting entries for the month of August 2015. Seconded by Kelley. Passed unanimously.

Transfer \$962.40 from Recreation Fund to be used for Baseball Field Development

The board discussed the account with the town treasurer and removing money from the account. Kelley moved to transfer \$962.40 from the recreation reserve account to be used for the baseball field development. Seconded by Haskin.

Medical Card Policy for Commercial Drivers

The Board discussed implementing a policy requiring CDL driver's to obtain a medical card. Municipalities are exempt from this requirement but it has been suggested by the Vermont League of Cities and Towns. There are a few other communities who have implemented this requirement. There was discussion regarding the Town's current CDL drivers and how to best work the policy.

Update of Personnel Policy- Sections: 308-403-502

Town Administrator Hadley brought to the attention of the board three sections that he reviewed and suggested changing or adding to. The changes/additions were discussed. Kelley moved to accept the changes to the reimbursement for work safety boots as presented. Seconded by Haskin. Passed unanimously.

Review of Amusement Ordinance

As with the personnel policy, board is reviewing other ordinance to ensure they are accurate and up to date. Nelson suggested having the amusement ordinance become a special event ordinance by adding/changing the wording as appropriate.

Review of Animal Control Ordinance

Nelson has been discussing the topic with the town clerk who attended training pertaining to the ordinance to change the ordinance but it will require a charter change so cannot be pursued at this time.

Charter Change Committee

Notice for committee members to be posted for a charter change committee.

Request of Conservation Commission to Transfer \$5,000 from Conservation Fund for Support of Easement

Conservation Commission has voted to make a donation to the Vermont Land Trust towards the stewardship and project cost for a conservation easement at the Burns property located on East Road. The parcel is 199 acres and they were motivated because the parcel is close to wells and ground water. The property is used for cross country skiing recreational use. Vermont Land Trust would hold the easement and be responsible for stewardship. Representatives from the Conservation Commission will be asked to attend the next meeting. Discussion to continue at the next meeting.

Town Administrator Report

Water project is on Richardson Road, water tank is still being filled and so far no leaks. There is about 8' of water in the tank now and will take another week to fill. Pump house is being built.

Planning commission will be starting meetings an hour earlier as they work on subdivision zoning regulations to have them ready in time to be reviewed and go to vote.

DRB will not be holding an October 6 meeting as there are no applications.

Economic development committee meeting with a tax stabilization application for Berlin mall on the agenda for free standing building they will be constructing.

Following last meeting, met with resident about driveway and the paving repair is a base material instead of top material. Munson has been asked to get a price to put top coat on affected area. An independent contractor quoted \$1650.

Received an invitation from Central Vermont Economic Development Corporation to attend annual meeting.

Vermont Land Trust annual celebration October 18 at Shelburne Museum.

Selectboard Minutes

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Trucks on East Road are done and driveway reclaimed (was covered with mulch). Checked in with neighbors who reported that it has been quiet.
Still working on gate on Belknap Road.

Approval of Minute(s) of Previous Meeting(s)- 09/09/2015

No quorum, tabled to next meeting.

Liquor Control Board

Kelley moved to exit the select board and enter into the liquor control board. Seconded by Haskin. Passed unanimously.

Black Krim Tavern put in a request to cater a private birthday party to be held at Capital City Grange at 6612 Vermont 12, Saturday the 26th. Kelley moved to accept the Black Krim Tavern application as submitted. Seconded by Haskin. Passed unanimously.

Three Penny Taproom submitted to cater an event for an apparel warehouse sale at 36 Bass Lane (off of Industrial Lane) where they'd like to serve beer, wine, and snacks on October 8. Kelley moved to accept the application to allow the Three Penny Taproom to cater an event at 36 Bass Lane in Berlin. Seconded by Haskin. Passed unanimously.

Kelley moved to adjourn the liquor board and reconvene the select board. Seconded by Haskin. Passed unanimously.

Round Table

None.

Executive Session- Legal, Personnel, and Contract

None.

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

For the Select Board:

Bethany A. Towne