



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

**Berlin, VT. 05602  
Regular Select Board Meetings  
1<sup>st</sup> & 3<sup>rd</sup> Thursday of Each Month**

**Monday, September 21, 2020  
7:00 PM**

Selectboard Members: Bradley Towne, Chair; Flo Smith, Co-Vice Chair; Justin Lawrence, Co-Vice Chair; John Quinn III, Secretary; Angelina Capron. Present: Tom Badowski, Assistant Town Administrator; Diane Isabelle, Town Treasurer; Greg Gallant, ORCA. All items are unanimous unless otherwise noted.

**APPROVED MINUTES**

Call Meeting to Order

Chair Towne called the meeting to order. Capron attended electronically.

Changes to Agenda

None.

Public Comment

None.

Treasurer's Report

Isabelle was absent from this meeting but provided the necessary regular documents to the board for their review.

Approval of Licenses, Permits, Vouchers, and Applications

Smith moved to approve payroll warrant number 21-06 for payroll from August 30, 2020 to September 12, 2020, paid September 16, 2020 in the amount of \$44,409.31; Accounts payable warrant number 21G06 with checks 20525-20551 in the amount of \$56,091.99; August reconciled bank statements for the General Fund, Sewer Commission, and Water Division. Seconded by Quinn. Passed unanimously.

Emergency Medical Services with Barre Town

Badowski provided a letter concerning the contract with Barre Town for medical services. An additional note was provided from the fire chief who commented that the working relationship is positive. Towne mentioned that this has traditionally been put out to bid. Lawrence moved to put the upcoming contract out to bid. Seconded by Quinn. Badowski asked about desired terms. The contract will be for three years initial term with option to extend. Passed unanimously.

Fisher Road Culvert – Robert Clark

Badowski talked to Clark earlier in the day about concreting the bottom of the culvert. Regulators asked for a design plan to consider. The concrete would buy about 10 years but allow for planning in that time. Towne asked that a note be made to consider that in future budgets.

#### Crosstown Road Culverts

Badowski reported that an assessment was done of the two culverts and they are in good repair. He encouraged the board to start looking at a capital budget that includes those two culverts.

#### Brandy Saxton/Karla Nuissl – Berlin Town Center

##### 1. Water/Wastewater Allocations (Saxton)

Saxton still expects a draft application toward the end of October. There are two components to the water and wastewater. One is getting notification from ANR confirming that there is adequate capacity. They have sign off on the water but not yet the wastewater. There will need to be an ordinance to allocate water to the new town center. The capacity needed is about 30% of the uncommitted reserves. Badowski mentioned that the public works board tends toward a stand-alone ordinance for the town center rather than revising the current ordinance. Quinn asked why so much needs to be allocated in advance. Saxton explained that an allocation is part of the state requirements. Towne asked if the well capacity is adequate which it is unless there was quick growth. There is plenty to cover this request.

##### 2. Municipal Planning Grant – Municipal Facilities Needs Assessment (Nuissl)

Nuissl discussed the grant and provided a letter of support. There is a \$2,200 match for a \$22,000 grant. She mentioned that it coincides well with the planning of the town center but regardless of that application it is useful to proceed with this assessment. Quinn moved to sign the letter of support. Seconded by Lawrence. Passed unanimously.

#### DRAFT – Town Administrator Search Committee

Badowski provided a draft to the board for consideration. It spelled out a way to move forward on the selection of a new Administrator. Quinn asked about having the full board attend on the committee rather than 2 members. The board generally agreed that having 2 representatives is sufficient. Towne and Lawrence will serve in that capacity.

#### Vermont Department of Public Safety – State Police Barracks Relocation

Badowski discussed an email received from the Department of Public Safety that they are pursuing moving the Middlesex police barracks to their Paine Turnpike North location with a completion date in 2021. They anticipate 25 people in the building.

#### Police Chief Recruitment – Interview Schedule

The hiring committee scheduled three sessions with two interviewees each on September 22, 24, and 29.

#### Berlin Police Force – Training Request

Quinn met with Sergeant Bassette and they discussed training. He provided information about a training that would be beneficial. Smith moved to allow the officers to attend the training. Seconded by Lawrence. The cost is \$575. Passed unanimously.

#### Town Campus – Stormwater Treatment – Bid Award

Badowski recalled that the bids were overbudget at the last meeting. The regional planning commission went back to the funders who agreed to cover the difference. There is not yet a finalized contract but it is

anticipated. Badowski suggested tabling until the contract is finalized. Lawrence moved to table the stormwater treatment bid award until hearing from the regional planning commission about the shortage. Seconded by Smith. Passed unanimously.

#### DRAFT Transitional Return to Work Program Policy

Badowski provided the draft before the last meeting; the board took additional time to review it. Quinn moved to accept the transitional return to work program policy. Seconded by Smith. Quinn amended the motion to include the agreement. Passed unanimously.

#### Local Government Expense Reimbursement Grant

Originally discussed at the previous meeting, Berlin was potentially eligible for a grant. The state has delayed making a decision. Badowski anticipates some amount of funds. Town department staff have compiled a list of potential projects to utilize the funds before they expire at the end of the year.

#### VTrans Bridge Project

A bridge on Route 302 crossing the brook by the Computer Barn and Rubber Bubbles is scheduled for major repair. The state is asking if the board would like to weigh in on the project. They were invited to this meeting but the response was that they are not allowed to go to live meetings and suggested a zoom meeting. Badowski suggested the board review the planning documents available online and call for a meeting if needed. Towne recalled the presentation given during their planning of the project.

#### Green Mountain Power – Permission to Place Poles, Wires, Etc.

Green Mountain Power is seeking permission to place poles, wires, etc. in the town right of way. The location is on Bartlett Hill. Quinn moved to allow Green Mountain Power to place poles, wires, etc in the town right of way for this purpose. Seconded by Smith. Passed unanimously.

#### Municipal Roads Grants-In-Aid Program

An application was provided for the board to review. The town is eligible for \$13,900 with a match of \$3,500. The funds are for working and fixing roads at risk of erosion.

#### Approval of Selectboard Minutes – 08/17/2020 & 08/25/2020

Smith moved to approve the August 17, 2020 minutes with noted change to update attendance list at that meeting. Seconded by Lawrence. Passed 4-0 with 1 abstained.

Smith moved to approve the minutes of August 25, 2020 with the same correction. Seconded by Quinn. Passed unanimously.

#### Roundtable

Lawrence briefly discussed a merger committee for the fire department.

#### Executive Session

Lawrence moved to enter into executive session for legal, personnel, and contract. Seconded by Smith. Passed unanimously.

Smith moved to adjourn. Seconded by Quinn. Passed unanimously.  
Meeting adjourned at 8:42 p.m.

For the Select Board:

---

Bethany A. Towne