Town of Berlin
Municipal Office Building
108 Shed Road

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

Monday, September 22, 2014
6:30 PM

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

APPROVED AT MEETING OF OCTOBER 20, 2014

Call to Order

Called to order by Chair Ture Nelson. Hansen and Haskin absent.

Changes to Agenda

None

Public Hearing- Name Change Green Mountain Drive

There is a road in Berlin and a different one in Montpelier, both named Green Mountain Drive causing confusion for truckers. Had attempted to change to Bennington Drive, but would have to renumber residences on existing Bennington Drive. Now proposing to rename to Caledonia Drive, there was an alternate suggestion to rename Washington Drive. Henry Lague present to reject to any change, as confusion of truck drivers should not mean that the town has to rename the road. Another resident mentioned that when entering coordinates in GPS, easiest to find Green Mountain Drive in Montpelier. Difficult to find Green Mountain Drive in Berlin. Another resident mentioned that there are 15 streets or drives with the name Washington in the state, only 2 with the name Caledonia and both those are in Caledonia County. Kelley mentioned that this is the third name to be proposed but the first opposition.

Public Hearing- Change in Zoning Permit Fees

Fees have not been changed since 2005. Existing fee for residential is $.08 per square foot, proposal to change to $.10 per square foot. Commercial fee currently $.12 per square foot, proposal to change to $.15. Change in subdivision fee, currently $10/lot, proposing $150/lot fee. Under development review board, current fee $75, proposing to keep the fee the same but to add a publication fee as advertisement must go in newspaper. Fees are fairly standard. Towne asked how they compare to Barre and Montpelier. They are slightly less, but in the ballpark. Kelley made the motion to approve as presented. Was mentioned that a date needs to be set for when the fees would go into effect. Suggested to make it first of the year. Kelley moved to approve the fees for the first of the year. Seconded by Towne. Passed unanimously.

Public Comment

Resident brought up that they need a water allocation in order to get issued waste water permit (Act 250). Need letter saying that water capacity is adequate. Until there is a water board, wanting permission from select board to give someone the ability to write that official letter. Letter to be written.

Treasurers Report

First installment for taxes of 2014 due 9/22/14. Found company to do credit cards for municipalities. Will email copy of contract for review. 3% convenience fee or debit card is $1.50. Electronic checks also possible.

Tax Collector- Establish Procedure for Providing Tax Information to Third Parties

Receiving many calls from banks and credit unions. Been asking people to send email or fax instead of wanting information immediately over the phone. Wanting something to be sent out so people know to email or fax. Understood that information requested is required to be provided, as it is public but concerned about the amount of time spent on the phone. Would also like paper trail from email or fax.

Approval of Licenses, Permits, Vouchers and Applications

Kelley moved to approve payroll warrant number 6, in the amount of $38,188.53 for August 24-September 6, 2014 payroll paid on September 10, 2014. Payroll warrant 7 in the amount of $37,923.81 for September 7-September 20, 2014 payroll paid on September 24, 2014. Accounts payable warrant number 8 to replace checks voided on warrant 7, in the amount of $22,295.35 check numbers 13,461-13,463. Accounts payable warrant 9 for checks 13,464-13,467 in the amount of $2,175.83. Accounts payable warrant 10 on the 20 Muzzy Road project, moneys wired in the amount of $137,313.39. Accounts payable warrant 11 to cover checks 14,500-14,550 in the amount of $72,802.87 with check number 14,531 to Otter Creek Engineering for final design. Reconcile general fund checking account for August 2014, general ledger adjusting entries 4-8, tax administration adjusting entry number 1. Seconded by Towne. Passed unanimously.

Kelley motioned to adjourn select board and reconvene as liquor control board. Restaurant name change. Ming Moon Vermont, Inc. now Apollo Vermont, Inc. Known as China Moon Buffet at 1400 US Route 302 Unit 1. Kelley moved to approve the China Moon Buffet under the new name Apollo Vermont. Seconded by Towne. Passed unanimously. Towne motioned to adjourn liquor control board and reconvene as select board. Seconded by Kelley. Passed unanimously.

Amusement ordinance permit application from Blue Cross Blue Shield of Vermont to have walking loop from Industrial Lane to Comstock Road and back. September 27, 9-12. Kelley raised question of insurance information, as section on application was left blank. Kelley moved to approve contingent upon providing insurance information. Seconded by Towne. Passed unanimously.

Report on Town's New Website

Isabelle announced it will go live on October 1. Nice design, going well. Isabelle receiving training to be able to edit and add to the website. Does not anticipate problems.

Town Server Backup

Hansen looking into information, tabled until he is present to report.

Appointment to Berlin Planning Commission- Geoffrey Farrell

Farrell present at the meeting. Relatively new resident, having lived in Berlin since 2010. Some background in community planning and management. Has degree in Environmental Science from United States Military Academy. While on deployment, worked with communities in Iraq to develop community plans. Kelley moved to invite Farrell to join planning commission. Seconded by Towne. Passed unanimously.

Follow Up From FEMA Community Assistance Visit 9/9/14

Visit of project review for the duration of four hours. They gained good sense of what the town has been doing and the process. Any issues in their audit will be addressed so as to move forward with community rating system.

Request to Work in Right of Way- Green Mountain Power on Nelson Drive

Discussed at previous meeting, Tom looked into the project more and scoped out the area. Much of the property in area is owned by Green Mountain Power. Towne suggested turning that section of road into a trial, as trails can be gated and since the land is owned by GMP, nobody else will need access via that road. No other roads lay beyond the railroad tracks. Section of road with bridge still public. More information to be gathered pertaining to process to turn that section of road to trail. Towne moved to approve the request to work in the right of way to move gate so they can secure their property. Seconded by Kelley. Passed unanimously.

Report on 20 Muzzy Road Closing

Closing went smoothly. Town now owns that property. Demolition underway.

Draft Surplus Property Policy

Distributed at last meeting for review. Hadley commented that a dollar amount/value may want to be discussed. Suggested $500. There was agreement with the suggestion.

Animal Control Officer

Paula Russell has been hired as animal control officer. .[1]

Water Supply Project Update

Received two permits on the project, State of Vermont Wetlands Permit and State of Vermont ___ Water permit. Bid has gone out, pre-bid meeting this Thursday at 10 am. Bid packages being picked up, by about 10 companies interested in bidding. Requests from residents on Richardson Road to look at adding that road and Birchwood Drive.

Health Insurance Change

To be addressed later.

Letter from Crescent Lane Resident

Resident frustrated with hotel in Barre that has access to Crescent Lane, wants to know if the road can be designated for resident use only. Town is unable to designate a road in that way. There was inquiry as to how that driveway came to be if the hotel is in Barre. Site visit to be done of the area before further discussion.

Berlin Privacy and Linking Policy

Will be discussed at October 4 meeting. Developed by Tess for review before meeting.

Municipal Planning Grant

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[1] Changed: Has been an animal control officer hired. Paula Russell has already started-to-Paula Russell was hired as animal control officer.

Karla Nuissl,[2] chair of planning commission, present to explain reason for application. Applying to combine process of updating subdivision regulations and form unified bi-laws. In attendance to ask for approval and some match money. Hadley mentioned that original grant suggested by regional planning commission was $12,500 with match from community of $1,485. Over weekend, found out rate changed from $50/hour to $70/hour. Hadley also said he's unsure where to get the money from the budget to go forward, but the project should be done. Not currently budgeted for. Grant application due September 30. Towne moved to give the zoning board permission to pursue the grant. Seconded by Kelley. Passed unanimously. Hadley then presented resolution that needs to be adopted. Read by Kelley to the rest of the board. Towne moved to adopt resolution. Seconded by Kelley. Passed unanimously.

Letter Received from Resident

Question received about sign on Route 12 in regards to mud bogging every weekend in September and October. Owner has been spoke to, wrote letter advising he does not need permits as the bogs are for wedding party. Issue to be sent for legal review.

Update of Cases before the Development Review Board

To be added to next Agenda.

Town Administrator Report (Hadley)

Mr.Warnecke[3] came into the office with update to memorandum to Fish and Game. Will need to be discussed, possibly at next meeting.

Approval of Minute(s) of Previous Meeting(s)

Towne moved to approve minutes from September 3, 2014 with noted changes. Seconded by Kelley. Passed unanimously.

Round Table

None.

Legal, Personnel and Contract (Executive Session Anticipated)

For the Select Board:

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Bethany A. Towne

[2] Changed Nouissl to Nuissl

[3] Changed Warneck to Warnecke