

**Town of Berlin Sewer Commission
108 Shed Road
Berlin, VT 05602
(802)223-4405, Option 6**

Commissioners

Rob Allen / Jim Hartson / Henry LaGue Jr.
Dana Marineau / Norbert Rhinerson
Assistant Mary S Wissell

**Regular Meeting
Monday June 14, 2010**

**Unapproved Minutes
Agenda Summary**

Meeting started at 7:05.
Public Comment: None

Minutes - Minutes from Monday, May 24, 2010 meeting were approved.
Motion made by Henry LaGue, 2nd by Norb Rhinerson. All in favor.

Assistants Report -

1. Roberts Rules of Order re rules for approving minutes. Minutes can be approved if two thirds of the members present at the meeting are voting. Thus if three members are present at a meeting (which is a quorum for the Sewer Commission) two thirds (or two members) can approve minutes.
2. Berlin Elementary School – The check for maintenance was received and was credited back to the schools maintenance account.
3. Berlin Elementary School - In January of 2010 the old septic system tank had to be pumped out when repairs were done. The Commission decided at that time to have dye test done after school ends for the year at the Snyder residence and Fire Station to see if sewage from these buildings is going in the tank. Henry LaGue made a motion that Ron Mercier proceed with these test. Dana Marineau 2nd the motion. All in favor.
4. Washington Country Mental Health. Greg Wright was contacted re the recent repairs to the sewer line at the Washington County Mental Health building. Wright advised they repaired one section of clay pipe, a three foot section was damaged because a propane tank was placed directly over the line and they were having internal plumbing problems. Mary is to call Greg Wright to obtain the name of the plumber who did the work.

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4. R B Technologies repaired Mary Wissell's computer recently. Extensive repairs were done, the cost of the repairs is not known. Permission to purchase anti-virus software was given to Mary. Motion to approve purchase made by Dana Marineau; 2nd by Henry LaGue. All in favor.

Maintenance Report -

Ron Mercier received a call out for Shaw's Pump Station from Brook Field Service advising that the pump was pumping but didn't appear that anything was happening. The generator didn't seem like it was going to go back to line power. The alternating switch was pulled and the pumps were started by hand, this seemed to reset something and the generator went off line. Ron thought this was the second time this has happened and advised Brookfield Service they need to figure it out.

Workmans Compensation Insurance – A quote from Poulos Insurance Company for Workmans Compensation Insurance for Ron Mercier was reviewed. The quote amount of \$3,163.00 may change after an annual audit is done as the estimate is based on payroll. Dana Marineau made a motion advising Ron to proceed with the purchase of workmans compensation insurance. Ron is to submit proof of insurance and then he will be reimbursed. Norb Rhinerson 2nd the motion. All in favor.

UPS Line - Engineer Mike Smith requested dates for a meeting to award a contract and have someone authorized to sign the contract. Tentative dates June 17th; 22nd; or 23rd at 9:00. Henry LaGue made a motion to appoint Dana Marineau to sign the contract for Vermont Siteworks of Stowe. Norb Rhinerson 2nd the motion. All in favor.

Discussion continued re notifying the Select Board of the meeting, Mary Wissell is to notify Jeff Schulz of the meeting. Mary is to prepare a notice for area landowners notifying them of the project.

Financial -

Norb Rhinerson reported that cash on hand at this time is \$ 305,000. Three months of expenses need to be paid before new revenue will be received, this leaves about \$170,000 cash on hand. The pump maintenance expenses are very low, running at 56% of the budget with 83% of the year gone.

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Round Table -

Discussion regarding work on sewer laterals – landowners need to notify the Commission when repairs are needed. A note is to be prepared and included in the next billing requesting notification.

Warrants - were signed.

Adjourned - Meeting adjourned at 8:45. Motion made by Norb Rhinerson, 2nd by Jim Hartson. All in favor.

Mary S Wissell
Assistant to the Sewer Commission

Date Approved -