

**Town of Berlin Sewer Commission
108 Shed Road
Berlin, VT 05602
(802)229-0320**

Commissioners
Rob Allen / Jim Hartson / Henry LaGue Jr.
Dana Marineau / Norbert Rhinerson

Assistant Mary S Wissell

**Regular Meeting
Monday Sept 10, 2007**

Unapproved Minutes

Agenda Summary

Meeting started at 7:05.
Henry LaGue absent.

Public Comment: none

Minutes – Minutes from August 27th meeting were approved. Motion made by Dana Marineau, 2nd by Jim Hartson. All in favor.

Assistants Report

Delinquent accounts were discussed. Recent attempts to collect monies owed thru the Small Claims Court is not working. Draft disconnect notices were reviewed. It was decided that Letter #1 would be used if the account was a little late. Letter #2 would be used if the account was extremely delinquent. Letter #2 would give the users 30 days to respond and/or the services would be disconnected shortly thereafter. This would be the final notice sent and a disconnect date would be given.

The delinquent Herring account was discussed. Rhonda Herring no longer resides in Berlin and efforts to collect a past due bill have been unsuccessful for a long time. The amount delinquent is \$ 568.70 and it was deemed that collection would be very costly without much hope of collecting the funds. Dana Marineau made a motion to write off Francis and Rhonda Herring delinquent sewer bill. Norb Rhinerson 2nd the motion. Jim Hartson approved, Rob Allen opposed. Motion passed 3 to 1.

Hiring Town Constable Otto Kinzel to serve disconnect notices to two delinquent accounts was approved. Efforts to send Certified Mail Notices are always returned unclaimed.

Minutes of Meeting
Page 2
September 10, 2007

The E-Z valve installation at the Main Pump Station has not been scheduled yet. Ron Mercier is working on scheduling this in the near future.

Berlin Health and Rehabilitation - Dana Marineau contacted them regarding bringing in material to make an access road to get to a manhole that is on their property. This is needed so the vacor can have access to a manhole that needs to be cleaned. They are to check with the owners for approval to do this.

Green Mountain Power – The splice box on Granger Road has not been moved yet but equipment is there. Mary is to check the status.

A draft article for the Berlin Town Newsletter written by Norb Rhinerson was reviewed and approved.

Liens on Properties - It was agreed that informal liens would be prepared and recorded in the Town Clerks Office for major delinquent accounts. This will ascertain that accounts get cleared up prior to the sale of mobile homes.

Maintenance - Ron Mercier is working on 5 manholes at Partridge Road. Repairs and/or replacement is being done by Ron and his assistant.

Financial – The Balance Sheet ending 8/31/07 was reviewed. Only one payment has been made to Montpelier for Treatment and Collection. Mary to check with Patti re the August payment. An expenditure for the Berlin School in the amount of \$898.67 was questioned. Mary to check on this. Question for the Treasurer – why the \$ 40,000 appropriated for the generator is not included in the Main Pump Station budget. The 30% down payment was entered as an expenditure.

Rouleau Sewer Line - The request and easement to take over the sewer line at Partridge Farms was discussed. It was decided to wait for the road to be accepted prior to doing this. Article tabled.

Fecteau – Hideaway Sewer Line As Built - Tests and as built drawings were reviewed. This article was tabled until Ron Mercier and a representative from Fecteau Inc can attend a meeting to discuss the sharp drop off of the line.

Round Table -

Generator at the Main Pump Station - The Town is checking into buying the old emergency generator at the Main Pump Station. They have been given until November 1st to decide to do this. Mary is to try to locate the specifications.

Allocation - the Allocation ByLaw was reviewed. In particular page 2, section 5, subsection c " Specified the period in time during which the interim connection approval remains valid Section 3 completion of any project construction associated with the proposed project within three (3) years of approval. Norb Rhinerson proposed that letters be sent to all allocation holders requesting that they renew and/or remove their name from the list. Projects not completed in the 3 year period would have to be renewed or allocation would be lost.

Anderson Easement – The new easement description has been sent to Rob Halpert. Also, we are waiting for a new mylar to be prepared by Wayne Lawrence.

Warrants - All warrants were signed.

Meeting Adjourned at 8:40. Motion by Dana Marineau, 2nd by Jim Hartson. All in favor.

Mary S Wissell
Assistant to The Sewer Commission