

**Town of Berlin Public Works Board  
108 Shed Road  
Berlin, VT 05602  
(802)223-4405 x304**

**Commissioners**

**Rob Allen / Ted Long / David Sawyer / Eric Chase**

**April 13, 2020  
Unapproved Minutes**

**In light of COVID-19 directives, meeting was held via video conference**

**Present: Rob Allen (RA) Chair, Ted Long (TL), David Sawyer (DS), Eric Chase (EC), Nate Fredericks (NF), Ron Mercier (RM), Chip Lague (CL), Justin Lawrence (JL) and Thomas Badowski (TB).**

**Absent: None**

**Meeting called to order at 7:00 PM**

RA thanked participants for attending the video conference.

**Public Comments**

CL asked to be on the distribution list of Public Works Board meeting agendas.

**Staff Reports**

**Water Operator**

NF informed the Board of a new sampling plan being developed raising population served from 300 to 1300. This increase will result in additional monitoring expense. Recent pump replacement in Well C. Lightning strike a possible culprit. Old pump held in reserve but unlikely a viable spare option.

**Sewer Operator**

RM has repaired Berlin Elementary floats, eliminating false alarms that have been common with the station. TB distributed in advance an extension of Sewer Operator Agreement. Formal action on the extension will be made at the April 27, 2020, meeting.

**Budget 2020-21 Considerations**

- 1. Minimum Sewer Billing - \$50/Quarter** – TB distributed in advance recent count of customers under \$50 totaling 73. Discussion on minimum billing was had. Staff directed to develop Hardship Consideration application allowing a lowering of \$50 minimum where appropriate.
- 2. Allocated/Non-Connected Fee** – TB distributed in advance Board requested DRAFT formulas for establishing “proportional share” fee on non-connected allocation covering Fixed Costs. Scenario one Fixed Costs / (Allocation of Connected Customers + Allocation of Non-Connected Customers).

Scenario two Fixed Costs / (2 Year Average of Connected Customers Use + Allocation of Non-Connected Customers). Lengthy discussion followed with no action taken.

3. **Use of Allocation Fund Interest** TB suggested Board consider utilizing interest from Allocation Fund reserves, estimated at \$7K per year, towards 2020-21 Sewer Budget. This would reduce the customer obligation by approximately 1%. Discussion followed with staff directed to ascertain from City of Montpelier cost for Berlin to obtain additional BOD allowance.

### **PTN Sewer Improvement Project**

With COVID-19, Dubois Construction unable to obtain permission from State to allow PTN to proceed. Best guess is mid July start-up.

### **Well #4**

1. **Meter replacement schedule** TB not confident that it's prudent to bid meters and replacement in 2020. Eyeing spring of 2021 for bid awards.
2. **OCE Connection Contract** as there were not additional questions, Board will take action on this contract at its April 27, 2020, meeting.

### **PACIF Grant**

RL and TL developed a plan drawing for replacement of fencing around Partridge Farms Pump Station. TB to solicit quotes.

### **Monthly Utility Usage**

March 2020 Water had 1,159,943 gallons produced and Wastewater had 6,647,500 gallons sent for treatment.

### **Next Meeting**

The next meeting will be **April 27, 2020, via video teleconference.**

**Minutes** – DS moved and TL second a Motion to approve the Minutes of March 23, 2020, as written. Motion passed unanimously.

### **Warrants**

- DS made a motion to approve Sewer Accounts Payable Warrant Report 20S15 for checks # 3383– 3387 for a total of \$5,449.41 with TL second. Motion passed unanimously.
- DS made a motion to approve Water Accounts Payable Warrant Report 20W15 for checks # 10422 - 10428 for a total of \$13,056.92 with TL second. Motion passed unanimously.

### **Round Table**

TB stated that Route 2 bridge is being eyed for replacement and has asked VTrans to consider utility sleeves.

**Adjourned** – Motion made by DS with second by TL to adjourn at 8:02 PM. Motion passed unanimously.

Thomas J. Badowski  
Recording Secretary  
Berlin Public Works Board