

**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 27, 2020
Approved Minutes**

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

Commissioners Present: Rob Allen (RA) Chair, Ted Long (TL), David Sawyer (DS), and Eric Chase (EC)

Others Present: David Delcore, Flo Smith, Chip Lague and Thomas Badowski (TB).

Meeting called to order at 7:00 PM

RA thanked participants for attending the video conference.

Public Comments

None

Staff Reports

Sewer Operator Contract

TB distributed in advance a Three (3) Year extension of the Sewer Operator Agreement. EC mused what consideration has been given when sewer operator, Ron Mercier, retires. Discussion on third party vendors and Town employees was had. All thanked Ron for his years of dedicated service. DS moved and EC second a Motion to approve the presented three year extension, asking Town Administrator Dana Hadley to sign on behalf of the PWB. With a roll call vote, Motion passed unanimously.

Budget 2020-21 Considerations

- 1. Minimum Sewer Billing - \$50/Quarter** – After a lengthy discussion on potential hardship language and timing of a Minimum Sewer Bill, Staff was directed to table the minimum billing concept until the 2021-22 Budget discussion.
- 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 on each Scenario was had. DS moved and TL second a Motion to accept Scenario One, which utilizes all allocated gallons, to develop the proportional share fee to be charged on Allocated Non-Connected customers. During discussion, for the next meeting Staff was directed to distribute 2019-20 Sewer Budget with Fixed Costs hi-lited. With a roll call vote, Motion passed unanimously.

- 3. Use of Allocation Fund Interest** TB spoke with Kurt Motyka, Deputy Director of Montpelier City Public Works, concerning purchasing of BOD only allocation. Mr. Motyka stated that the City does not have BOD only allocations. He stated that wastewater from Berlin is expected to be domestic in nature. TB assured him that Berlin has aggressive pretreatment requirements and intends continuing domestic strength flows to City treatment plant.

With this in mind, 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 DS moving a Motion to utilize Allocation Fund Interest to offset expenses in the 2020-21 Sewer Budget with TL second. During discussion EC stated that this use of interest offset should be a one-off approval and future use of interest needs Board approval. DS and TL agreed to this provision to the Motion. With a roll call vote, Motion passed unanimously.

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. Pipe, manholes, etc., being ordered.

Well #4

OCE Connection Contract as there were not additional questions, TL moved and EC second a Motion to approve the November 25, 2019, Otter Creek Engineering proposal of \$11,000 to design the connection of Well #4 to the distribution system, asking Town Administrator Dana Hadley to sign on behalf of the PWB. With a roll call vote, Motion passed unanimously.

PACIF Grant

TB submitted a grant request of \$4,174.76 to PACIF for replacement of Partridge Farms pumphouse fence. TB to get quotes on weatherizing cedar components.

Sewer Allocation

TB distributed in advance a Sewer Allocation request from Central Vermont Medical Center for an additional 24,000 GPD. DS moved and TL second a Motion to approve the CVMC 24,000 GPD Allocation Request contingent on receiving the \$48,000 Allocation Fee. With a roll call vote, Motion passed unanimously.

Northern Border Grant – Berlin Corners

TB distributed in advance a redraft of the 2019 Northern Borders Grant request of \$143,562 to bring sewer service to Berlin Corners. Staff directed to distribute grant working documents to membership as soon as possible. June 1, 2020, is grant filing date.

Next Meeting

The next meeting will be **May 11, 2020, via video teleconference.**

Minutes – DS moved and TL second a Motion to approve the Minutes of April 13, 2020, as written. With a roll call vote, Motion passed unanimously.

Warrants

- DS made a motion to approve Sewer Accounts Payable Warrant Report 20S16 for checks # 3388– 3391 for a total of \$75,357.60 with EC second. With a roll call vote, Motion passed unanimously.
- DS made a motion to approve Water Accounts Payable Warrant Report 20W16 for checks # 10429 - 10431 for a total of \$487.44 with EC second. With a roll call vote, Motion passed unanimously.

Round Table

TB stated he has contacted the Bond Bank and USDA Rural Development to begin seeking financing of the \$600K Bond Vote.

Adjourned – Motion made by DS with second by TL to adjourn at 8:23 PM. With a roll call vote, Motion passed unanimously.

Thomas J. Badowski
Recording Secretary
Berlin Public Works Board