

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

Commissioners

**Rob Allen / John Charissakis/ Henry Lague Jr. /
Wayne Lamberton / Gary Laroche (Alternate)**

**Regular Meeting
Monday February 26, 2018
Unapproved Minutes**

Present: Rob Allen (RA) Chair, Henry Lague Jr. (HL), Wayne Lamberton (WL), Gary Laroche (GL), Jason Merrill (JM), Ron Mercier (RM), Robert Clark (RC), Diane Isabelle (DI) and Thomas Badowski (TB).

Absent: John Charissakis (JC)

Meeting called to order at 7:00 P.M.

Public Comment - JM introduced himself as an interested party to the Route 12 water/wastewater project as he owns property on VT Route 12. RA invited him to stay for the Route 12 discussion, later in the Agenda.

STAFF REPORTS

Otter Creek Engineering Services Agreement

Robert Clark from Otter Creek discussed the DRAFT Engineering Services Agreement that was distributed in advance. RC stated the DRAFT follows the State Revolving Loan Program's (SRLP) template for engineering services. Once Board members have had a chance to comment and comments are incorporated into the Agreement, it will be sent to SRLP for approval. Once approved by SRLP, the Board will act to approve and sign the Agreement. RA set March 5, 2018, as deadline for Board comments. WL and RA agreed to serve as Executive Committee members on Paine Turnpike North Sewer Improvement Project (PTN).

Route 12 Infrastructure Extension

JM again stated his interest in the Route 12 water/wastewater project. A DRAFT of a letter, as written by Rob Halpert, Board counsel, to Ellery Packard, Weston's Mobile Home Park and Weston's Mobile Home Cooperative was distributed in advance. The letter asks each addressee of their intentions for compliance with the September 14, 2016, "Sewerline Extension Agreement". After a brief discussion, WL moved and GL second a Motion to have RA sign the letter and then distribute to Staff recommended service list. Motion passed unanimously.

Proposed Water Operator Contract Extension

No action taken.

Income Survey

DI reported she met with Shawn Fielder (SF) of the Vermont Rural Water Association concerning the pending Income Survey associated with the PTN. Approximately 330 residential units will be sampled, including those units on VT Route 12 from Montpelier City line to Weston's park. With 330 residential units in the sampling pool, a 50% return of survey is required. SF will formulate a public awareness letter and has asked the Town and Board to actively distribute the promotional materials. This Income Survey has the potential to reduce PTN funding costs and increase grant opportunities for PTN.

Wastewater Maintenance – Ron Mercier

- RM reported that the newly repaired Homa pump has been reinstalled into Shaw's lift station and overload sensors have been set to manufacturer's specifications.
- Route 302 main lift station pump 2 is restricted to 400 gpm. Repairs are scheduled for 2/27/18.

Executive Session

1. WL moved and GL second a motion to find that premature general public knowledge of the negotiations of the potential acquisition of the Hedge's Berlin Water System will place the Town at a substantial disadvantage. Motion passed unanimously.
2. WL moved and GL second a motion to enter executive session to discuss the Town's contract with Hedge's Berlin Water System pursuant to 1 V.S.A. §313 (a)(1). Motion passed unanimously.
3. WL moved to come out of Executive Session at 8:41 PM with HL second. Motion passed unanimously
4. No action taken.

Minutes – GL moved and RA second as motion to approve the Minutes from January 22, 2018, Meeting as written. Motion passed unanimously.

Warrants –

- WL made a motion to approve Accounts Payable Warrant Report 18S14 for checks # 3084 - 3099 in the amount of \$44,463.08 with HL second. Motion passed unanimously.
- WL made a motion to approve Accounts Payable Warrant Report 18W14 for checks # 10209 - 10216 in the amount of \$4,505.09 with HL second. Motion passed unanimously.

Round Table –

- TB distributed Profit and Loss Statements for Sewer and Water Divisions. WL noted Shaw pump station maintenance \$42K over budget due to replacement/repair of pumps and ice pigging.
- HL moved a \$200 donation to a Dana Marineau charity with WL second. With Dana's passing, this donation was to serve as a recognition of his many years of service to the Board. Motion passed unanimously.
- RA will be looking to fill the Vice Chair position on the Board.
- WL offered to serve as the Board liaison with the City of Montpelier during City's POTW upgrades.

Adjourned - Motion made by WL with second by HL to adjourn at 9:10 PM. Motion passed unanimously.

Thomas J. Badowski
Recording Secretary
Berlin Public Works Board