

**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 / Dana Marineau**

**Regular Meeting
Monday January 08, 2018
Approved Minutes**

Present: Rob Allen (RA) Chair, Henry Lague Jr. (HL), Wayne Lamberton (WL), John Charissakis (JC), Gary LaRoche (GL) Mark Youngstrom (MY), Thomas Brown (ThB) and Thomas Badowski (TB).

Absent: Dana Marineau (DM)

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

Public Comment - GL was introduced as a possible Alternate member to the Public Works Board.

Selection of Engineering Services for Paine Turnpike N Sewer Extension

- TB stated the four (4) qualified Engineering firms were interviewed by RA, WL and TB. Otter Creek Engineering is being recommended as the firm to be used for the project. MY of Otter Creek was introduced and briefly discussed his firm's qualifications and experience. After a brief question and answer session, a Motion was made by WL with second by HL to contract with Otter Creek Engineering for the Paine Turnpike N Extension. Motion passed unanimously.

State Revolving Loan Fund – Paine Turnpike N Extension

- ThB was introduced as the Program Lead for the State Clean Water Revolving Loan Fund (CWRLF). He informed the Board of the CWRLF structure. He outlined the 3 Steps of a project: Planning, Design, Construction. February 16, 2018, is the due date for project applications to be considered for CWRLF funds for FY19. MY assured application will be submitted prior to the due date. Discussion was had on Berlin's ability to obtain Additional Subsidy. In the end, to receive additional subsidy, an Income Survey may be required.
- ThB stated that there may be an opportunity to include Green Stormwater Infrastructure projects into a CWRLF project with 100% loan forgiveness on such projects. It was agreed such projects will be explored.

Staff Report

- The December 2017 Sewerage Flow was 6,306,600 gallons
- The December 2017 Water Systems Flow was 810,369 gallons
- Tom McArdle and Kurt Motyka from the City of Montpelier are planning to attend the January 22, 2018, Board meeting to discuss upgrades to the Montpelier POTW.
- Ellery Packard will attend the January 22, 2018, Board meeting to give an update on the Route 12 project.
- TB discussed Grant availability through the League of Cities and Towns for small equipment purchases. Information on a Utility Line Locator was distributed in advance. A Motion was made by WL with second by HL to apply for grant monies to offset the cost of a Line Locator. Motion passed unanimously.
- TB discussed potential sources of new revenues including a fee to non-water system customers that receive fire protection services from the system. City of Rutland has such a program in place and a copy of their Ordinance language will be requested.
- Snow removal around hydrants was discussed. “Adopt a Hydrant” program was discussed. JC suggested use of Correction Facility labor. He will provide a contact number.

Minutes – WL moved and JC second as motion to approve the Minutes from December 11, 2017, Meeting as corrected. Motion passed unanimously.

Warrants –

- WL made a motion to approve Accounts Payable Warrant Report 18S12 for checks # 3067 - 3077 in the amount of \$45,472.27 with JC second. Motion passed unanimously.
- WL made a motion to approve Accounts Payable Warrant Report 18W12 for checks # 10201 - 10206 in the amount of \$4,331.25 with JC second. Motion passed unanimously.

Round Table –

- TB informed the Board that Town Administrator, Dana Hadley, would like to attend an upcoming meeting to discuss purchase of the Hedges Berlin Water System. The Board requested, prior to such a meeting, a list of Hedges customers and associated revenues as well as a description and map of the system.

Adjourned - Motion made by WL with second by JC to adjourn at 8:41 PM. Motion passed unanimously.

Thomas J. Badowski
Recording Secretary
Berlin Sewer Commission