

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

July 13, 2020  
Unapproved Minutes

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

**Commissioners Present: Rob Allen (RA) Chair, Ted Long (TL), and David Sawyer (DS)  
Eric Chase (EC) (arrives 7:40 PM)**

**Others Present: Ron Mercier (RM) 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**

**Pump stations**

RM gave an update on Shaw's and Berlin Elementary stations. All recent problems have been cured.

**Monthly Utility Usage**

June 2020 Water had 921,391 gallons produced and Wastewater had 4,004,900 gallons sent for treatment. Water is -30% from June 2019, Wastewater is -42% from June 2019.

**Budget 2020-21 Considerations**

- 1. Water FY21 Budget** – TB distributed in advance a DRAFT FY21 calling for a 2% price increase and revenues of \$280,047 and expenses of \$279,907. DS moved and TL second a Motion to Approve FY21 Water Budget as presented. With a roll call vote, Motion passed unanimously.
- 2. Allocated/Non-Connected FY21 Rate** – TB distributed in advance a worksheet outlining two options for setting Allocated/Non-Connected Rate for FY21. TL moved and DS second a Motion to approve \$.80 Per Gallon as the Allocated/Non-Connected Rate for FY21. With a roll call vote, Motion passed unanimously.
- 3. Bulk Water Use Policy**- TB distributed in advance a DRAFT Bulk Water Use Policy. Draft was vetted by Fire Chief Van Iderstine, Water Operator Fredericks and TB. After a brief

discussion, DS moved and TL second a Motion to Approve the Bulk Water Policy on the condition it receive legal counsel favorable review. With a roll call vote, Motion passed unanimously.

4. **Bulk Water Rate-** DS moved and TL second a Motion to set the Bulk Water Rate at \$.021429 per gallon with a minimum purchase of 5,000 gallons. With a roll call vote, Motion passed unanimously.

#### **PTN Sewer Improvement Project Schedule**

Construction has started with Chamber portion of project. Work at Berlin Elementary will be done when students are not on campus. This will result in Saturday work which Dubois will perform under a \$4,500 change order which is to be paid for by Berlin Elementary. Completion of project in 2020 looking doubtful.

#### **Water Allocation Request – 111 Birchwood Drive**

TL moved and DS second a Motion to grant 111 Birchwood Drive a 1 ERU Water Allocation. With a roll call vote, Motion passed unanimously.

#### **Next Meeting**

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

**Minutes** – DS moved and TL second a Motion to approve the Minutes of June 08, 2020, as written. With a roll call vote, Motion passed unanimously.

#### **Warrants**

- TL made a motion to approve Sewer Accounts Payable Warrant Report 20S19 for checks # 3405– 3410 for a total of \$24,029.24 with DS second. With a roll call vote, Motion passed unanimously.
- TL made a motion to approve Sewer Accounts Payable Warrant Report 21S01 for checks # 3411– 3418 for a total of \$76,754.84 with DS second. With a roll call vote, Motion passed unanimously.
- TL made a motion to approve Water Accounts Payable Warrant Report 20W17 for checks # 10437– 10440 for a total of \$542.76 with DS second. With a roll call vote, Motion passed unanimously.
- TL made a motion to approve Water Accounts Payable Warrant Report 21W01 for checks # 10441– 10443 for a total of \$352.97 with DS second. With a roll call vote, Motion passed unanimously.

#### **Round Table**

EC Joins Meeting. DS states little movement on Weston Route 12 Sewer Project

**Adjourned** – Motion made by EC with second by TL to adjourn at 7:53 PM. With a roll call vote, Motion passed unanimously.

Thomas J. Badowski  
Recording Secretary  
Berlin Public Works Board