

**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

**June 08, 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)
Absent: Eric Chase (EC)**

Others Present: Flo Smith 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

Monthly Utility Usage

May 2020 Water had 906,802 gallons produced and Wastewater had 4,797,100 gallons sent for treatment. Water is -30% from May 2019, Wastewater is -33% from May 2019.

Budget 2020-21 Considerations

1. **COVID Impacts** – In light of continued COVID impacts, TB has developed a wastewater method of billing for fixed costs and use. DRAFT Water and Sewer Budgets will be available for the June 22, 2020, meeting.

PTN Sewer Improvement Project

July 8, 2020, Dubois Construction anticipates PTN construction start. TB expressed concerns on additional interim financing charges if project is not completed until mid-2021. Board will be likely need to make a decision as to when to inform USDA on “project completion” with an eye to final paving in 2021.

PACIF Grant

PACIF Grant has been awarded for \$2,087 for Partridge Farms Pump Station Security Fence.

Well #4

TB distributed in advance copy of Well #4 Final Source Permit. Likely connect Well 4 to distribution system FY 2021-22

Bulk Water Use Policy

TB distributed in advance a DRAFT of a Bulk Water Use Policy. Board to take up discussion at the June 22, 2020, meeting.

Water Allocation Request – First Congregational Church (FCC)

FCC is applying for one (1) ERU of Water. They have a current use of well under 250 GPD. Though the State of Vermont regulatory formula for calculating allocation had the FCC needing 4,400 GPD, TB recommended 250 GPD or 1 ERU was more than adequate based on current FCC average two year daily use. TL moved and DS second a Motion to grant FCC a 1 ERU Water Allocation. With a roll call vote, Motion passed unanimously.

Next Meeting

The next meeting will be **June 22, 2020, via video teleconference.**

Minutes – TL moved and DS second a Motion to approve the Minutes of May 11, 2020, as written. With a roll call vote, Motion passed unanimously.

Warrants

- DS made a motion to approve Sewer Accounts Payable Warrant Report 20S18 for checks # 3398– 3404 for a total of \$44,006.271 with TL second. With a roll call vote, Motion passed unanimously.
- DS made a motion to approve Water Accounts Payable Warrant Report 20W16 for checks # 10432– 10436 for a total of \$11,517.98 with TL second. With a roll call vote, Motion passed unanimously.
- DS made a motion to approve Water Accounts Payable Warrant Report 20W16U for a total of \$81,405.00 with TL second. With a roll call vote, Motion passed unanimously.

Round Table

None

Adjourned – Motion made by DS with second by TL to adjourn at 7:41 PM. With a roll call vote, Motion passed unanimously.

Thomas J. Badowski
Recording Secretary
Berlin Public Works Board