Town of Berlin Sewer Commission
108 Shed Road
Berlin, Vt 05602
(802)223-4405, Option 7

Commissioners
Rob Allen / Henry LaGue Jr. /
Wayne Lamberton / Dana Marineau
Assistant - Mary S Wissell

Regular Meeting
Approved Minutes
Monday March 28, 2016

Present: **Rob Allen, Chair; Henry LaGue, Wayne Lamberton and Mary Wissell.**

Absent: **Dana Marineau**

Meeting called to order at 7:08 P.M.

Public Comment - none.

Route 12 Sewer Project - Present Chris Galipeau; Tina Bohl and Ellery Packard. The design for the project was reviewed. Discussion re the State of Vermont hooking up to the system and the state becoming a participant in the project if it goes forward as planned. The budget, connection fees and allocation fees were discussed. Ellery Packard stated that he is planning to build the system provided that the State of Vermont pays $ 250,000 for their hook up as the first connection, future connection fees need to be figured out, to be charged as hook ups happen. Packard will furnish final budgets and details. After details are received, the Sewer Commission needs to prepare a letter for the Selectboard advising that no money will be put out and they support this project. At this time the Sewer Commission is being asked to commit to taking over the line and pump station when the project is complete. An Allocation Application was filed by the State of Vermont for 2,000 gpd allocation. A check in the amount of $ 4,000.00 is needed prior to approval by the Commission. If the project is not approved the money will be returned. Meter specifications are to be mailed to Chris Galipeau.

Montpelier Public Works (MPW) Allocation Request. A draft of the Contract Amendment from MPW's granting 50,000gpd of Allocation for the Route 12 Project was discussed. Wayne Lamberton made a motion to send the draft of the Contract Amendment to Attorney Halpert for his review. Henry LaGue 2nd the motion. Vote – all in favor.

Bosworth/Crosstown Sewer Line - Three parties on Bosworth Road are interested in hooking up to a municipal sewer line if the town extends a line to this area. A pump station would have to be installed in order to pump over to the pump station at TBing Enterprises (formerly Barnes Property). An easement would have to be obtained to hook up to the Tbing Enterprises pump station. Henry LaGue made a suggestion that maybe one pump station for Bosworth Road could work to pump directly to the existing sewer line on Shed Road. Hookup fees were discussed. If others on Crosstown Road are interested in hooking up to the proposed line possibly this line could be gravity. Wayne Lamberton offered he would hook up to the system at 72 Crosstown Road, if other residents on Crosstown are not willing to pay a hook up fee for services, he would install a pump station and pump to an existing manhole on Paine Turnpike. Question from residents - If only three residents connected, would the Commission be willing to take over the pump station(s) or fund part of the project.

Minutes - Wayne Lamberton made a motion to approve minutes from the February 22, 2016 Meeting of the Commission as written. Henry LaGue 2nd the motion. Vote - all in favor.

Sewer Bills - The Water/Sewer billing schedule for Berlin was discussed. The schedule that was set does not match the dates that meter readings are received from MPW's for Fire District 1 billings. It was decided that two billings would have to be done.

LaVigne Account - After receiving the bill LaVigne called the office because it was higher than usual. The meter was rechecked and 12,000 gallons had been used from January 5 to Feb 18th. A leak was discovered in a bathroom faucet and a plumber was called. Walls were damaged and had to be replaced, thus a lot of the water probably did not go in the system, a copy of the plumbers bill and usage report was reviewed by the Commissioners. Wayne Lamberton made a motion to abate $ 150.00 of the bill. Henry LaGue (voted with the Commissions approval) 2nd the motion. Vote – all in favor.

Mobile Home 625 US Route 302 - Property Transfers show a mobile home was moved on to a lot at 625 US Route 302. Maintenance Contractor checked out the sewer and water connections and found that a sewer connection had been made to a manhole in front of the MH and a water connection in back of the MH. Land records show that Jeremy Peatman purchased a mobile home from Mike Bilodeau and put it on the lot owned by James Bond. No records of Allocation or a connection being approved for this lot were found. Mary Wissell is to send a letter to James Bond requesting documentation if he has any and/or requesting that an Allocation Application be submitted to the Sewer Commission.

Newman Account - A bill was sent to Newman's on Feb 2, 2016. Newman's did not pay there bill on time thus a delinquent notice was sent on March 8th. Gina Newman called promptly after receiving this and claimed that they never received the original bill and did not understand why they were being charged penalty and interest in the amount of $ 11.16. The regular billing amount was paid. Henry LaGue made a motion to abate the $ 11.16 charges. Wayne Lamberton 2nd the notice. Vote - All in favor.

Berlin Elementary School – The February bill was not paid on time and interest and penalty was charged. A letter received from the School explained that checks can only be approved at Board Meetings, the Feb Meeting was missed, thus the late payment. Henry LaGue made a motion to abate the interest and penalty with the provision that a letter be sent advising this would be a one time abatement, in the future a special check should be written. Wayne Lamberton 2nd the motion. Vote - all in favor.

Warrants:
Henry LaGue made a motion to approve Accounts Payable Warrant Report #16S14 dated March 14, 2016, checks #2795-#2797, in the amount of $ 347.31. Wayne Lamberton 2nd the motion. Vote - all in favor.
Henry LaGue made a motion to approve Accounts Payable Warrant Report #16S15 dated March 28, 2016, checks #2798-#2801, in the amount of $ 5,338.51. Wayne Lamberton 2nd the motion. Vote – all in favor.

Round Table – Rob Allen reported he attended a Selectboard Meeting re Berlin changing the Town Charter and forming a Public Works Board for both water and sewer.

Adjourned - Meeting adjourned at 9:10. Motion made by Wayne Lamberton, 2nd by Henry LaGue. Vote - all in favor.

Mary S Wissell
Assistant to the Sewer Commission

Date Approved: April 25, 2016

March 28, 2016

ASSISTANTS REPORT

1. Attached find a letter, repair bill and usage report from Debra Lavigne. When I read the meters I noticed her usage was high and assumed there had been a water leak of some kind. After receiving the bill she called the office- when asked if she had a water leak or had a leak in the past she advised no. I went to the home and rechecked the meter and she had used 12,000 gallons from January 5 to Feb 18th. At this time I spoke with Debra and she said since we talked on the phone she had discovered a leak in her kids bathroom and had called a plumber. Debra did call the plumber as she said, the leak was in a bathroom faucet and damaged the walls, thus a lot of the water probably did not go in the system.

2. When traveling on Route 302 I have been noticing that there is a mobile home on the lot next to Dunkin Donuts that is not for sale but someone is living in it. I located a Property Transfer that indicated Jeremy Peatman purchased a mobile home from Mike Bilodeau and put it on this lot. James Bond owns the lot. All the paperwork for this lot says that public water and sewer are available, nothing more. The listers reported that there was a manhole in front of the mobile home so they assumed it had public sewer. I asked Ron to check this out – see the attached Incidental Report. We have nothing on file from Bond or Peatman for this lot?

3. Henry and Gina Newman - A bill was sent to Newman's on Feb 2, 2016 (I have a check off list so I can show that I put the bills in the mail). Newman's did not pay there bill on time thus a delinquent notice was sent on March 8th. Gina Newman called promptly after receiving this and claimed that they never received the original bill and did not understand why they were being charged penalty and interest in the amount of $ 11.16. She came in the office and did not understand what was going on. I asked her to pay the regular bill and explained I could not abate the charges but it would be up to the Commissioners. A transaction report is attached, as you can see they always pay very promptly.