

**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

**May 11, 2020
Approved Minutes**

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

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

Others Present: Flo Smith, 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

Sewer Operator

RM recommends holding off until April 2021 the annual line cleaning to give COVID vaccine time to be disturbed. Berlin Elementary lift station continues to be problematic. RM advised to manage it in the most cost effective manor with the realization that PTN will make the station obsolete.

Monthly Utility Usage

April 2020 Water had 976,506 gallons produced and Wastewater had 5,763,300 gallons sent for treatment. Water is -25% from April 2019, Wastewater is -31% from April 2019.

Budget 2020-21 Considerations

1. **COVID Impacts** – In light of April Wastewater numbers, TB expressed concern that current method of billing for use only is problematic. Efforts will be made in developing a billing module, similar to Water, in that future budgets reflect Fixed Cost and Usage billings.
2. **Allocated/Non-Connected Fee** – TB distributed in advance his Fixed Cost versus Variable Costs spreadsheet from the FY20 Wastewater budget. Consensus was the spreadsheet reflected an acceptable means of determining Allocated/Non-Connected Fee for FY21.

PTN Sewer Improvement Project

With COVID-19, Dubois Construction revised schedule “has us starting early July.” Troubling is the statement that “..showing final paving in late November which is pushing the envelope for a good product.” TB expressed concerns on additional interim financing charges if project is not completed until mid-2021.

PACIF Grant

All cedar pieces to the PF Pumphouse security fence will be weatherized prior to construction.

Northern Border Grant – Berlin Corners

TB distributed in advance the 2019 Northern Borders Grant request of \$143,562 to bring sewer service to Berlin Corners. RA explained the project to those new members. Grant will be submitted in a timely manner.

Next Meeting

The next meeting will be **May 25, 2020, via video teleconference.**

Minutes – EC moved and TL second a Motion to approve the Minutes of April 27, 2020, as written. With a roll call vote, Motion passed unanimously.

Warrants

- EC made a motion to approve Sewer Accounts Payable Warrant Report 20S17 for checks # 3392– 3397 for a total of \$5,258.41 with TL second. With a roll call vote, Motion passed unanimously.

Round Table

TB stated that Nate Fredericks drafted a bid spec for water meter replacement. In June, meter vendors will be asked to give a brief presentation to the Board.

Adjourned – Motion made by TL with second by EC to adjourn at 8:02 PM. With a roll call vote, Motion passed unanimously.

Thomas J. Badowski
Recording Secretary
Berlin Public Works Board