

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

**Commissioners**

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

**Regular Meeting  
Monday May 22, 2017**

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

**Absent: Dana Marineau**

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

**Public Comment - None**

**Route 12 Sewer Line Project – Ellery Packard.** Ellery Packard advised that he has received the Vt ANR sewer permit, the wetlands and DRB permit for the structure are in the works. If all permits are received, the project can start July 1<sup>st</sup> and completed in September to October. The Allocation Fee due to Montpelier Public Works for this project needs to be paid, Mary Wissell was advised to process the payment. The process for approving expenses and discussing issues for this project in between Commission Meetings was discussed. It was decided that Wayne Lamberton and Ron Mercier would be the contacts, they would meet once a week and three sets of all submittals will be required.

**Paine Turnpike Feasibility Study – Ron Lyon.** Ron discussed how the process can be completed by pieces. Section 3 is basically the portion that Wayne Lamberton plans to build. Discussion re the cost to operate the Shaw’s Pump Station and whether installing a new line to eliminate the pump station would average out over 20 years. The section breakdown is very helpful. Section 3 could be completed and work on its own. Sections 1 and 2 would dramatically change the amount of flow to the Section 3 pump station. The Commission discussed considering upgrading the pump station in the beginning for future use and future completions of Sections 1 and 2. Section 4 is more questionable whether it would be developed at this time. The Commission needs to study the budget, evaluate the costs and savings. They will run the numbers for the next couple of meetings and invite Ron back if further discussion is needed.

**Utilities Assistant – Water and Sewer Divisions.** Town Administrator Dana Hadley attended the meeting to discuss the Utilities Assistant Position. Discussion re possibly filling the position from within, the cost would be an estimated \$ 3,500 increase but the assistant would be in the office full time. Article tabled until June 12<sup>th</sup> Meeting.

**Generator Bids:** Three bids were received and reviewed from Brook Field Service; Reliant Electric Works and C E Wendel. C E Wendel bid was the lowest, the quotes for service being \$1,250 for Annual Preventive Maintenance in the fall; service throughout the year at \$ 58.00 per hour and Emergency Service within 4 hours at \$ 120.00 per hour. Wayne Lamberton made a motion to accept C E Wendel's bid for one year. Henry LaGue 2<sup>nd</sup> the motion. Vote – all in favor.

**Sewer System and Pump Station Operating & Maintenance Agreement** – The present contract expires June 23, 2017. An annual cost of living increase, workman's compensation and the monthly stipend was discussed. It was decided to eliminate "Annually (on contract anniversary) the Town of Berlin Sewer Commission will increase the monthly service fee and hourly rate for call out by the State of Vermont Consumer Price Index". It was decided that an addendum will be prepared to the contract which has not expired and will be in effect for three years.

For year 1 the monthly stipend will be \$ 4,200.00; year 2 - \$ 4,250.00 and year 3 - \$ 4,300.00 per month. The Hourly call out and/or emergency service rate will be: year 1 - \$ 45.00; year 2 - \$ 46.00; year 3 - \$ 47.00. Snow Plowing will be reimbursed at \$ 50.00 per hour. Proof of Workman's Compensation shall be provided annually. Wayne Lamberton made a motion to approve an addendum as outlined for the next three years. Henry LaGue 2<sup>nd</sup> the motion. Vote – all in favor. Mary Wissell is to request that Attorney Halpert prepare this Addendum.

**Benoit Electric** - An Allocation Application was received from Benoit Properties at 254 Industrial Lane, Berlin, Vt. A certified letter from DeWolfe Engineering, Brian Lane-Karnas certifying that 254 gpd allocation was needed for the proposed improvements. There is an existing oil/grit separator in the building and a new 1,000 gallon separator will be installed. The fee of \$ 588.00 was received for the required allocation. Henry LaGue made a motion to approve the application. Wayne Lamberton 2<sup>nd</sup> the motion - Vote – All in favor.

**Town Garage Sewer Service** - Wayne Lamberton made a motion to waive the sewer bill in the amount of \$ 224.42 issued to the Town Garage based on the fact they do work for the Sewer Commission without charging. John Charissakis 2<sup>nd</sup> the motion. Vote – all in favor.

**Minutes** – Henry LaGue made a motion to approve the Minutes from April 24, 2017 Meeting as written. John Charissakis 2<sup>nd</sup> the motion. Vote – all in favor.

**Courtland Construction** - A letter was approved outlining the provisions of an emergency replacement section of existing gravity 10" sewer line on Route 302 in Berlin.

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**Warrants** - John Charissakis made a motion to approve Accounts Payable Warrant Report 17S23 dated May 22, 2017 checks # 2970 - #2974 in the amount of \$ 31,164.76. Henry LaGue 2<sup>nd</sup> the motion. Vote – all in favor.

**Round Table** – None

**Adjourned** - Meeting adjourned at 9:05 P. M. Motion made by Wayne Lamberton, 2<sup>nd</sup> by Henry LaGue. Vote - all in favor, Henry LaGue abstained.

Mary S Wissell

Assistant to the Sewer Commission