

**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

**November 9, 2020
Unapproved Minutes**

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

**Commissioners Present: Rob Allen (RA) Chair, Ted Long (TL), David Sawyer (DS) and Eric Chase (EC)
Absent: NONE**

Others Present: Nathaniel Fredericks (NF) and Thomas Badowski (TB).

Meeting called to order at 7:00 PM

RA thanked participants for attending the video conference.

Additions to Agenda

TB requested review of Berlin Municipal Water Allocation from Roy Kilburn for 1 ERU.

Public Comment

None

Staff Reports

Water System Update

NF gave an update on two water leaks on Fisher Road. The first occurred in late September and was the result of the Fisher Road culvert failure. The second in late October was suspected to be the result of Dubois Construction as part of the PTN sewer force main installation. Both repairs were made in a timely manner. NF gave an update on the water main installation on the Berlin Mall campus. Installation and initial testing went well. Final connections, and tests will need to be completed prior to Board accepting ownership of this main. TB stated that as built drawings and right of way release must be obtained prior to transfer of ownership. NF gave update on Berlin Health and Rehab connection to system. If connection is to be made after November 15, 2020, permission from Public Works needs to be granted. Additionally, NF stated Shaw's has expressed a desire to connect. Noting these customer additions, TB stated that the Well #4 Permit application will be submitted to ANR by December 1, 2020. As such, Berlin Municipal Water may be eligible for 75% grant associated with Well #4 connection to the distribution system and smart metering. NF and TB to develop Bid specs on smart meter installation with bid opening April 2021. The Board thanked NF for his efforts.

Monthly Utility Usage

October 2020 Water had 1,450,264 gallons produced and Wastewater had 4,352,800 gallons sent for treatment. Water is +4% from October 2019, Wastewater is -21% from October 2019. Water % is suspect due to Fisher Road leak.

PTN Sewer Improvement Project Schedule

TB stated that November 13, 2020, is anticipated for the start of a three day trial of the Chamber pump station. Assuming all goes well, final connections at Berlin Elementary and Shaws will be made the week of November 16, 2020, with the anticipation of “going live” by the end of that week.

Fisher Road Culvert

Soils test borings are completed as well as stream bed survey. TB anticipates by the November 16, 2020, draft budget for the culvert replacement may be ready for Selectboard review.

Various Sewer Improvement Projects

RA and TL volunteered to be on the review committee for vetting engineering firms for three potential projects:

- Crosstown Road Neighborhood Project
- Evaluation of Route 302 Main Station
- Gravity Sewer Line from Chamber to Montpelier

Water/Wastewater Line of Credit

TB spoke to Fred Duplessis, CPA with Sullivan and Powers, on establishing a “line of credit” between divisions that would allow short term borrowing to cover expenses. As COVID has depressed utility use TB encourages the Board to put in place a contingency mechanism to make timely payments on reoccurring expenses, particularly USDA debt service. Duplessis stated that the use of multiple checking accounts to manage cash and pay bills is archaic and he advises all his municipal clients to combine checking accounts, into one account, eliminating the need for multiple reconciliations, check stock, etc. Once combined, there would be no worry if the water division was “short” when USDA comes due as there would be adequate reserves in the single account. The NEMRC accounting system would track these transactions and ensure standard accounting practices are followed. TB will ask Town Treasure to have a similar conversation with Berlin’s auditors, Fothergill, Segale and Valley to obtain their opinion.

Water Allocation – Roy Kilburn – 1 ERU

DS moved and TL second a Motion to approve a Berlin Municipal Water Allocation of 250 GPD (1 ERU) for Roy Kilburn at 54 Birchwood Drive, PID 22-002. Motion Passed unanimously.

Next Meeting

The next meeting will be **November 23, 2020, via video teleconference.**

Minutes – TL moved and DS second a Motion to approve the Minutes of September 28, 2020, as written. Motion passed unanimously.

Warrants

- TL made a motion to approve Sewer Accounts Payable Warrant Report 21S08 for checks # 3459 to 3464 for a total of \$15,909.66 with DS second. Motion passed unanimously.
- TL made a motion to approve Water Accounts Payable Warrant Report 21W05 for checks # 10463 to 10467 for a total of \$3,389.19 with DS second. Motion passed unanimously.

Round Table

RA asked the comfort level of resuming in person Board meetings. Consensus was not at this time.

Adjourned – Motion made by TL with second by DS to adjourn at 8:25 PM. Motion passed unanimously.

Thomas J. Badowski
Recording Secretary
Berlin Public Works Board