

**Town of Berlin Public Works Board  
108 Shed Road  
Berlin, VT 05602  
(802)223-4405 x304**

**Commissioners**

**Rob Allen / Wayne Lamberton / Gary Laroche  
Ted Long / David Sawyer**

**October 14, 2019  
Approved Minutes**

**Present: Rob Allen (RA) Chair, Ted Long (TL), Wayne Lamberton (WL), Vic Fecteau, Jim Fecteau, and Thomas Badowski (TB).**

**Absent: Gary Laroche (GL), David Sawyer (DS)**

**Meeting called to order at 7:00 PM**

**STAFF REPORTS**

**September 2019 Water and Wastewater Use**

TB distributed September 2019, water use report, indicating 1,293,955 gallons produced and wastewater report indicating 4,502,800 gallons sent for treatment.

**Paine Turnpike North Sewer Improvement Project (PTN)**

- Applications for State Permits have been signed
- Comments on bid drawings have been received from USDA
- Otter Creek expects bid packages available November 1, 2019
- Letters being sent to parcels owners asking if they want to connect to new line

**Well #4**

Closing documents for the two well locations are finalized with closing anticipated soon

**Berlin Mall Water**

Exec Committee met on September 27, 2019, with representatives of the Berlin Mall and Dousevicz Realty concerning Consecutive Water System status. The Berlin Mall will pursue either an extension of the water main at Kohls or a directional drill to bring water from the Berlin Elementary School line.

**Water and Sewer Allocation Increases**

Tracey and Bryan Nykiel requests new allocation of water and sewer, at 388 Paine Turnpike North of 250 GPD water and 420 GPD sewer. WL moved and TL second a Motion to approve these allocation requests. Motion passed unanimously.

## **Route 12 Sewer Project**

October 1, 2019, VTRANS meeting was attended by DS, TL and TB. Same issues linger, where to come up with the approximate \$400K capital to bring the proposed 2" sewer force main to a 4". VTRANS has scheduled November 1, 2019, as the next meeting date to continue the discussion.

## **Sewer System Management**

1. Unused Allocation Recovery: Vic and Jim Fecteau expressed concern on the Board's decision to recover unused allocations by giving holders two (2) year to use the allocation or have it revert back to the Town. An allocation extension was discussed for those projects in the pipeline but outside the two year window. Also, a consideration of charging for unused allocation on the go forward was discussed. Staff directed to continue with the two year recovery plan and investigate charging for unused allocation.
2. Sewer Allocation Fee Increase: Discussion continued on raising the current \$2 per gallon allocation fee to \$5 per gallon. Staff instructed to research what is needed to raise this fee.
3. Establishing a Master Meter Account: TB distributed in advance two years of sewer use information on each lot in the Lague Mobile Home Park. Usage report indicates minimal average quarterly usage of 272,427 gallons. Staff was instructed to pursue establishing a master meter account with the Park's ownership, eliminating the individual billing on each residence in the Park. Berlin will utilize the City of Montpelier established master meter rate of 343,000 gallons per month.

## **Next Meeting**

The next meeting will be **October 28, 2019**.

**Minutes** – WL moved and TL second a Motion to approve the Minutes from September 23, 2019, as written. Motion passed unanimously.

## **Warrants**

- WL made a motion to approve Sewer Accounts Payable Warrant Report 20S05 for checks # 3321– 3326 for a total of \$5,066.65 with TL second. Motion passed unanimously.
- WL made a motion to approve Water Accounts Payable Warrant Report 20W05 for checks # 10369 - 10374 for a total of \$51,618.54 with DS second. Motion passed unanimously.

**Round Table** TB distributed letter from 1<sup>st</sup> Congregational Church of Berlin asking Town consider adding a "New Water Service" line item to the PTN bid. Board approved this no obligation request.

**Adjourned** - Motion made by WL with second by TL to adjourn at 8:28 PM. Motion passed unanimously.

Thomas J. Badowski  
Recording Secretary  
Berlin Public Works Board