

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

**Commissioners
Rob Allen / Jim Hartson /
Henry LaGue Jr. / Dana Marineau
Assistant - Mary S Wissell**

**Regular Meeting
Unapproved Minutes
Monday October 27, 2014**

**Present: Rob Allen, Chair; Henry LaGue, Dana Marineau, Ron Mercier
and Mary Wissell.**

Absent: Jim Hartson

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

Public Comment - none.

Phelps Engineering - Tom Nesbitt and John Kiernan attended the meeting to discuss a letter dated Sept 11, 2014 received from Montpelier Public Works re Berlin's Annual Wastewater Billing. Phelps Engineering submitted comments to this letter and was invited to the Commission Meeting to determine what the next steps should be and how the actual billing should be prepared. The allowable administrative cost deemed necessary for the operation of the plant; the cost being charged related to the force main and the revenue from septage and leachate were discussed in detail. Montpelier Public Works will be asked to provide a copy of the budget for the force main and how the Town of Berlin received end of the year adjustment/rebates based on the actual expenses and net operating after third party payments. It was decided in order to possibly avoid arbitration, a meeting to discuss these issues should be scheduled and the monthly payment from the wastewater billing would be held until these issues are resolved. Tentative date of the meeting November 10, 2014.

Town Administrator – New Administrator Dana Hadley attended the meeting. The Sewer Commission Charter and how it was different from the Town Charter was discussed. The new water system and the sewer system were discussed. The Sewer Commission expressed that they were not interested in taking over the water system and feel very strongly that the sewer system remain as it is. Henry LaGue announced that Wayne Lamberton has agreed to join the Sewer Commission. Dana Hadley is to research what needs to be done for this to happen.

Maintenance - Ron Mercier reported on October 14th he discovered a break in the Shaws force main. Commissioner Henry LaGue was contacted, Henry authorized Ron to proceed with the emergency repairs. This break was immediately reported to Liz Dickson, Environmental Analyst for the State of Vt Agency of Natural Resources.

Rob Allen and Ron Mercier walked the sewer line from CVMC to Route 302 on Saturday Oct 25th. The need for an access road for future repairs was discussed.

Kohl's Allocation Application - A corrected allocation application and a check for the correct amount of \$4,440.00 was submitted for 2,220 gpd allocation for Kohl's Retail Store on an undeveloped lot in Berlin. Henry LaGue made a motion to approve 2,220 gpd allocation for Kohls Retail Store. Dana Marineau 2nd the motion. Vote - All in favor.

Financial - At the October 13th Meeting the Commissioners decided that the allocation fees that are presently in a regular bank account should be transferred to a certificate of deposit. Mary Wissell prepared a report with the area banks/credit union certificate of deposit rates. The highest rate in this area for a 60 month cd was the North Country Credit Union. The current dividend rate is 2.080%. Henry LaGue made a motion to have the allocation monies transferred to a certificate of deposit in the North Country Federal Credit Union. Dana Marineau 2nd the motion. Vote - All in favor

Seventh Day Adventist Church – Susan Lancey contacted the office re Delinquent Notices being sent to the Seventh Day Adventist Church. Susan advised that she had not been receiving the notices and when she made the sewer service payment in February she had sent an Address Change. Mary Wissell researched the payment records and found that the change of address notice had been received but the records had not been updated. The church paid the principal amount due of \$ 930.61. There is still a balance of \$ 18.62 Interest and \$ 74.45 Penalty. Henry LaGue made a motion to credit the account \$ 93.07 interest and penalty charges that should not have been charged. Dana Marineau 2nd the motion. Vote – All in favor.

Minutes – Dana Marineau made a motion to approve the minutes for October 13, 2014 Meeting as written. Henry LaGue 2nd the motion. Vote – All in favor.

Warrants - Dana Marineau made a motion to approve Accounts Payable Warrant Report #9 dated October 27, 2014, checks #2610 and 2612 thru 2615 In the amount of \$ 8,696.18. Check # 2611 in the amount of \$ 28,555.31 was listed on this warrant but it was not approved. The check is to be voided. Henry LaGue 2nd the motion. Vote – All in favor.

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Round Table - None

Adjourned - Meeting adjourned at 9:15. Motion made by Dana Marineau, 2nd
by Henry LaGue. Vote - All in favor.

Mary S Wissell
Assistant to the Sewer Commission

Date Approved: