

**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

**September 14, 2020
Approved 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: Paul Clifford (PC), Scott Fitzgerald (SF) and Thomas Badowski (TB).

Additions to Agenda

TB requested adding discussion on naming the date on which penalty and interest non-connected/allocated invoicing become effective.

Meeting called to order at 7:00 PM

RA thanked participants for attending the video conference.

Public Comments

None

F.W. Meter Systems – Paul Clifford and Scott Fitzgerald

PC and SF introduced themselves as the Territory Mangers for F.W Webb Meter Systems. Meters use ultrasonic technology. Fair Haven Vermont just completing a meter change over and can supply reference. Meter can register flows to 0.015 GPM. Offers a compatible smart read software package. Meters have a 20 year battery life. SF estimates 30 days to convert 350 residential size meters. Turnkey conversion option available. SF to forward Bid Template for use.

Staff Reports

Monthly Utility Usage

August 2020 Water had 1,216,515 gallons produced and Wastewater had 3,863,700 gallons sent for treatment. Water is -17% from August 2019, Wastewater is -28% from August 2019.

PTN Sewer Improvement Project

TB discussed the recent copy of the Engineer's work schedule for the week. Anticipated project being fully completed in November 2020, that being on schedule.

Fisher Road Culvert

TB stated several proposed solutions to repair the Fisher Road culvert have been vetted and found deficient, including sleeving the existing culvert (elliptical shape of FRC not allowing proposed sleeve to fit), smaller size of sleeve (inadequate hydraulic carrying capacity not allowing smaller size), plating floor bottom (existing bottom worn away not allowing adequate plate fastening). Next option of concrete floor in existing culvert to be vetted with State of Vermont.

Berlin Corners Sewer Improvement Project (BCSIP)

TB updated the Board that no action has been taken.

DRAFT FY21 Sewer Budget

TB distributed in advance DRAFT of FY21 Sewer Budget that calls for rethinking the past billing practice of Usage only for a combination of Fixed Cost and Usage. All active customers two year average of use revealed 179,860 GPD usage. Budget was presented with Fixed Cost totals and Variable Cost totals. Fixed Costs of \$411,675 and Variable Costs of \$286,679. Under the proposed formula customers would be invoiced quarterly at \$.0063 for Fixed Cost and \$.0045 per gallon of use for Variable Costs. Final FY21 Budget to be presented September 28, 2020

Berlin Town Center Allocation Requirement

Berlin Planning Commission has informed the Public Works Board that 100,000 GPD of water and wastewater allocation will need to be reserved for the Berlin Town Center project. Both allocations seem within the available utility reserves. Planning Commission developing Ordinance for review.

Non-Connected/Allocated Penalty and Interest

TB informed the Board that on August 25, 2020, representatives from Lague Inc., visited the Berlin Selectboard meeting asking for consideration on delaying the application of penalty and interest to past due Non-Connected/Allocated invoicing. They were instructed by the Selectboard to make their request to the Public Works Board. To date no correspondence has been received. After discussion DS moved and TL second a Motion to set November 1, 2020, as the date penalty and interest will be applied to past due Non-Connected/Allocated invoicing. With a roll call vote, Motion passed unanimously.

Next Meeting

The next meeting will be **September 28, 2020, via video teleconference.**

Minutes – TL moved and DS second a Motion to approve the Minutes of September 14, 2020, as written. With a roll call vote, Motion passed unanimously.

Warrants

- DS made a motion to approve Sewer Accounts Payable Warrant Report 21S04D for check # 3431 for a total of \$322,842.55 with EC second. With a roll call vote, Motion passed unanimously.

- DS made a motion to approve Sewer Accounts Payable Warrant Report 21S05 for checks # 3432 - 3439 for a total of \$5,890.44 with EC second. With a roll call vote, Motion passed unanimously.
- DS made a motion to approve Water Accounts Payable Warrant Report 21W04 for checks # 10453–10456 for a total of \$3,430.85 with EC second. With a roll call vote, Motion passed unanimously.

Round Table

Public Works Board will host a cook-out to show appreciation to Dubois Construction, Berlin Highway Department, Berlin Police Department and water and sewer operators for their efforts on the Paine Turnpike North Sewer Improvement Project.

Adjourned – Motion made by DS with second by TL to adjourn at 8:22 PM. With a roll call vote, Motion passed unanimously.

Thomas J. Badowski
Recording Secretary
Berlin Public Works Board