

**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 28, 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: David Delcore and Thomas Badowski (TB).**

**Meeting called to order at 7:06 PM**

RA thanked participants for attending the video conference.

**Additions to Agenda**

TB requested review of Berlin Town Center water/wastewater allocation ordinance.

**Public Comment**

None

**Staff Reports**

**DRAFT FY21 Sewer Budget**

TB distributed in advance DRAFT #2 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 \$403,675 and Variable Costs of \$286,679. Previously the Board approved the one time use of one year's interest from the Allocation Fund to be used to offset FY21 Budget. This interest equates to \$9,500 and was added to the "Interest on Bank Account" revenue line. Budget proposed Fixed Cost billing of \$.006 per gallon and Variable Cost billing of \$.0045 per gallon of use. After discussion, DS moved and TL second a Motion to approve DRAFT FY21 Budget as presented. With a roll call vote, Motion passed unanimously.

**State Police Relocation to Berlin**

TB informed the Board of the recently announced move of the Middlesex State Police Barracks to the State Library property on Paine Turnpike North. Estimated 25 employees will be housed in the renovated library

building. Water and wastewater allocations applications have been sent to the State. December 2021 anticipated date for occupancy.

### **Berlin Town Center Allocation Requirement**

TB distributed the Berlin Planning Commission DRAFT ordinance for water/wastewater allocation associated with the Berlin Town Center designation application. 100,000 GPD of water and wastewater allocation will need to be reserved for the project. Both allocations seem within the available utility reserves. TB asked Board to comment by October 2, 2020, in preparation for the October 5, 2020, Selectboard meeting.

### **Next Meeting**

The next meeting will be **October 12, 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**

- TL made a motion to approve Sewer Accounts Payable Warrant Report 21S06 for checks # 3440 to 3443 for a total of \$32,908.36 with DS second. With a roll call vote, Motion passed unanimously.

### **Round Table**

None.

**Adjourned** – Motion made by DS with second by EC to adjourn at 7:40 PM. With a roll call vote, Motion passed unanimously.

Thomas J. Badowski  
Recording Secretary  
Berlin Public Works Board