

Minutes of 5/13/25 Sewer Commission meeting - via Zoom (Video Conference)

Attendees: Vice-Chair- Brett Ramsden, Clerk- Scott Dall, Member: Joe Hurley, DPW Director- Bill Bernard, Sewer Business Manager- Andrew Valliere, Minutes Clerk- Jane Ranley
Brett opened the meeting at 7:02 pm. and did a roll call of attendees. The Commission began the meeting by saying the Pledge of Allegiance.

PUBLIC COMMENT - & ANNOUNCEMENTS - none

CURRENT BUSINESS -

---Commission Vacancies - Bill reported they do not have any new members but he gave the Commissioners copies of the letter sent out previously. The Commissioners discussed edits and agreed to mail an updated version of the letter. Andrew will make the edits and send the letters to sewer users.

---DPW Director/Sewer Business Manager Updates

i. Minutes of 4/29/25

Motion: Joe H.

Second: Scott D.

To accept the minutes of 4/29/25.

Roll Call Vote: Joe-aye, Scott-

aye and Brett- aye.

ii. Quarter 4 FY25 Billing - Andrew reported he was able to get the billing done but found an issue in Munis with the rates. Munis had reverted it back to the 2022 rates for the bills over the minimum charge. He thought he corrected the issue and the consultant agreed it looked ok. However, he received a call from a customer who alerted him that he was charged \$136 but it should have been \$158. Andrew said the Commitment number will be a bit lower and he will have to do a supplemental Commitment because he will need to send out another round of bills for the difference. The new bill will come on Uni-pay but there will be no interest due to the inconvenience. Bill noted that about half of the bills were incorrect -about 500. Of that 500, the difference on 475 was less than \$100. He added that the system used the correct rate for a year and now it grabbed the wrong rate. If they don't send the corrected bills, they would lose \$24,000. Andrew stated the bills will reflect any payments paid already and he extended the due date. Bill reported they are changing to the cloud based system in 2 weeks. The consultant helped so they did not have to do manual adjustments on each bill. Joe asked if someone is on auto-pay will it automatically make the supplemental payment and they will check on that.

iii. Assistant to the Business Manager Position- Bill announced that Susan Sullivan will be starting on 5/27 as the new assistant.

iv. Manhole Repair IFB - Bill contacted Insituform for an update. They are changing project managers but they will still be starting in June. Bill added that the flow meters will show an increase with all the rain.

v. Commitment Q4 FY25 - The Commissioners reviewed, signed and voted on the Commitments.

Motion: Joe H.

Second: Scott D.

To accept the Q4 FY25 Commitment and Supplemental Commitment as written .

Roll Call Vote: Joe-aye, Scott-aye and Brett- aye.

---Future Agenda Items- Commission vacancies, minutes, review end of year budget items and any adjustments, new Assistant Manager, Dana Street work before 7/1.

PUBLIC COMMENT - Brett wished residents with children a happy Mother's Day.

UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES :

May 27, 2025 @ 6pm - Regular Meeting , Zoom Meeting

June 10, 2025 @ 7pm - Regular Meeting, Hybrid Meeting @ DPW

June 24, 2025 @ 6pm - Regular Meeting, Zoom Meeting

July 8, 2025 @ 7pm - Regular Meeting, Hybrid Meeting @ DPW

Motion: Scott D.

Second: Joe H.

To adjourn at 7:31pm.

and Brett- aye.

Roll Call Vote: Joe-aye, Scott-aye

Respectfully submitted,

Jane L. Ranley , Minutes Clerk