

**Minutes of 7-8-25 Sewer Commission meeting - via Hybrid Meeting via Remote Participation (Zoom)**

**Attendees:** Chair- Brett Ramsden, Vice-Chair- Scott Dall, Clerk- Dan Proctor, Member- Arthur Katis, Sewer Business Manager- Andrew Valliere, Minutes Clerk- Jane Ranley

**Absent:** DPW Director- Bill Bernard,

Brett opened the meeting at 7:05pm. and did a roll call of attendees. The Commission began the meeting by saying the Pledge of Allegiance.

**PUBLIC COMMENT & ANNOUNCEMENTS** - none

**CURRENT BUSINESS** -

**---Minutes from June 24, 2025-**

**Motion: Scott D.**

**Second: Dan P.**

**To accept the minutes of June 24, 2025.**

**Roll Call Vote: Dan-aye, Scott-aye, Arthur-**

**aye and Brett-aye.**

**---Sewer Business Manager Updates-**

**i. Dana Street Repairs** - Andrew spoke with Chad (Empey) who said they were setting up back-up pumps last week and will be replacing the pipes this week. It will be daytime work. Dan noted they had the generators all set up.

**ii. Manhole Repair IFB** - Andrew reported that Insituform will be there on 7/15 to start working on the manholes most in need. Scott said Bill mentioned something about moisture sensors to find the ones that need to be sealed up. Brett noted that it is sometimes just visual and Scott added he can hear everyone hitting the manhole in front of his house.

**iii. Quarterly Demands-** Andrew reported they were able to correct the fee charge with the help of Support and sent them out 6/26. He will have information about the current delinquency rate for the next meeting. He has been getting calls from customers that are having issues paying due to the economy.

**iv. End of FY25 Adjustments** - Andrew noted these were final readings and bill adjustments which the Commission will need to vote on. Scott stated for the record that these are the items that come in after the fiscal year closed.

**Motion: Scott D.**

**Second: Dan P.**

**To accept the \$ 4,786.50 in adjustments to the Fiscal Year 2025 .**

**Roll Call Vote: Scott-aye, Arthur-aye , Dan-aye, and Brett-aye.**

Andrew will send it out digitally for all the Commissioners to sign.

**v. ADU's** - Dan reported that he did some research and found that Leominster has not designated ADU units yet but will charge a fee of \$220 for adding another bedroom. Andrew stated that Lunenburg charges \$250 for extra bedrooms after 3. Dan suggested having Andrew put together an email on behalf of the Commission stating they would like to put a fee in place for an ADU and ask what the procedure would be. The Commission discussed possible fee scenarios and Brett added he is leaning towards a flat rate. The new construction fee is \$3500. Dan noted the maximum size of an ADU is 900 sq ft. He also questioned if there is an existing building on sewer, are they going to run a line from the ADU to the existing main. Andrew noted there is already a by-law in effect and the ADU is not considered a separate building. Dan added that the Water Department does not have anything in place yet for ADUs. They would consider it a multi-family, which increases the minimum charge and would run off the same meter. Scott mentioned that in the future someone may want to sell their ADU and then they would need a

separate water/sewer meter. Andrew suggested discussing this with town counsel and Scott suggested starting with a draft about how to change the fee schedule.

**---Future Agenda Items** - ADU discussion, manhole repairs, billing, mapping project by Wright Pierce, NPDES vs the station service contract. The Commission discussed not trying to restrict but how much they can expand. It was noted that originally anything over a certain amount of flow on John Fitch would require replacing the pipes. Brett stated the 40B project is now in the courts. It would be a ridiculous amount of sewer added to the system and require adding 3 pump stations, with other connections along the route.

**PUBLIC COMMENT** - none

**UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES :**

**July 29, 2025 @ 6pm - Regular Meeting , Zoom Meeting**

**August 12, 2025 @ 7pm - Regular Meeting, Hybrid Meeting**

**August 26, 2025 @ 6pm - Regular Meeting, Zoom Meeting**

**September 9, 2025 @ 7pm - Regular Meeting, Hybrid Meeting**

**Motion: Scott D.**

**Second: Dan P.**

**To adjourn at 7:58pm.  
aye, and Brett-aye.**

**Roll Call Vote: Dan-aye, Arthur-aye , Scott-**

**Respectfully submitted,**

**Jane L. Ranley**

**Minutes Clerk**