

Minutes of 7/29/25 Sewer Commission meeting - via Zoom (Video Conference)

Attendees: Chair- Brett Ramsden, Vice-Chair- Scott Dall, Clerk- Dan Proctor, , DPW Director- Bill Bernard, Sewer Business Manager: Andrew Valliere, Minutes Clerk- Jane Ranley

Absent: Member: Arthur Katis

Brett opened the meeting at 6:03pm. 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 7/8/25- Brett noted that he had a correction of the word “effort” but should be “effect”. Jane will make the correction.

Motion: Scott D.

Second: Dan P.

To accept the minutes from 7/8/25, with correction as noted.

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

---DPW Director /Sewer Business Manager Updates-

i. Dana Street Repairs- Bill reported these repairs have been completed. The Contractor told Bill that the heads of the bolts holding one of the couplings together were almost rusted out and it was good the repair was done now. Andrew noted the repair was done with FY25 money before the end of the fiscal year. Bill added they needed the dual-bypass and everything worked out fine. Dan asked how old the system was and Bill said 20, with a design life of 25 years. He believes the dual by-pass will stay in place but will check. Scott asked if the bolts can be inspected easily each year and Bill replied they are visible when the hatch is opened. They can check when they do the draw down and clean the pits each year.

ii. Manhole Repair IFB - Bill stated that Insituform came in for just under 2 weeks and fixed all the manholes that did not require the frame and cover replaced. A sub-contractor will be coming in to do the frames and covers in a couple of weeks. After that, they will do the repairs on the inside of those manholes. Bill added they did not see anything unusual - just normal looking stuff. Brett asked about grading around the manholes and Bill replied they should be to grade to prevent damage by cars. They will also patch holes and put a sealer around, especially up at the top (the chimney). It is pre-cast concrete and bricks to get the grade, with sealing to keep water out. They will also seal around the pipes and hopefully these repairs will lessen the I/I. They targeted the worst of the worst based on prior inspections from the past 4-5 years.

iii. End of Year FY25 Adjustment- Andrew noted he got all the signatures now and all is good.

iv. ADUs - Dan suggested having a Flat Rate of \$500 or \$1,000 to cover inspections to check for leaks from the ADU to the existing house. Another option is to charge for adding bedrooms to an existing house which is what Leominster is doing, with a fee of \$220/bedroom. Dan added that they may need to base fees on whether it is just a bedroom or an ADU. Brett agreed with a flat rate, but they should add more if a unit has to go directly to the street, which would require further discussion before approval. Andrew noted he and Bill will be meeting with Town Counsel on August 21st @ 10am at the Library. One or two Commissioners can also attend.

v. Easements/Possible new connections - Bill stated a couple of contractors came in asking about easements and routing the sewer through another property. One contractor was talking about splitting a lot and connecting the 2 houses to a manhole which would then connect to the lateral. The Commission needs to allow easements but contractors will be required to provide a plan and come before the Commission to plead their case. Dan stated he was contracted to do that sewer connection on Mass Ave, noting the property has been divided and the homeowner's stub is now on the other property. If this comes before the Commission for a vote, he will recuse

himself. He added there is a similar issue on the corner of Leominster Road and Whiting Street. They also want to subdivide the lot and would need to do a manhole at the edge of the property to avoid an easement. Bill noted there have been other contractors coming in with similar situations. Brett stated that was why they changed the easement policy and the Commission will go forward on a case by case basis.

vi. NPDES Permit - Bill sent the Commissioners a copy of the DEP letter listing their requirements for submittals. He was able to submit some items but there is a lot more required so they turned to Wright Pierce for help since they know the system and the DEP. Bill noted they are expensive but they will do a good job. Brett added they have lots of paperwork showing they have been addressing I/I. Scott questioned the biggest line item of mapping and if it is a recurring cost every year. Bill replied that the DEP wants an updated map every year and since it was last updated, there have been a lot of extensions which will require a lot of effort to do the update. Scott asked if it would be a sizeable charge every year and Bill replied it should be less next year since it only entails adding any new extensions. Andrew added it is figured on billing hours, according to the volume of work required. Brett questioned the dates noted on the list and Bill replied he had submitted the map from 2016 but they wanted an updated map. He noted Wright Pierce's proposal is to take care of all these questions with the initial deadline at the end of this year. There is also a yearly requirement due starting March 2026 and these submittals are all new requirements for the NPDES permit.

---Future Agenda Items- Manhole IFB, Billing for Q1, ADU discussion, meeting with Town Counsel, Easements, NPDES permit.

---Old Business - Bill got a request for a connection outside of the Sewer Service Area which would require a Town Meeting vote. Dan asked who would make the presentation for the request at Town Meeting and Bill replied it should be the proponent. They should also come before the Commission first before going to Town Meeting. Brett added it would also go before other boards, such as Planning Board.

PUBLIC COMMENT - none

UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES :

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

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

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

September 30, 2025 @ 6pm - Regular Meeting, Zoom Meeting

Motion: Scott D.

Second: Dan P.

To adjourn at 6:47pm.

Roll Call Vote: Scott-aye, Dan-

aye, and Brett-aye.

Respectfully submitted,

Jane L. Ranley

Minutes Clerk