

Minutes of 8/12/25 Sewer Commission meeting - via Zoom (Video Conference)

Attendees: Chair- Brett Ramsden, Vice-Chair- Scott Dall, Clerk- Dan Proctor, Member: Arthur Katis, DPW Director- Bill Bernard, Sewer Business Manager- Andrew Valliere,

Absent: Minutes Clerk- Jane Ranley

Brett opened the meeting at 7:00 pm. and did a roll call of attendees. The Commission began the meeting by saying the Pledge of Allegiance.

PUBLIC COMMENT & ANNOUNCEMENTS - Ed McSweeney introduced himself and stated that he was interested in the discussion on extensions. He owns land in town that he would like to develop for 4 single family homes and has perc'd the land. He would like to see if they could connect to town sewer but would need to be allowed to do easements across the lots. The 4 homes would be entered through a common driveway. If they do septic for each, it would be hard to do future upgrades to the septic without tearing everything up. Ed noted the town allows common driveways as long as all requirements are met. He referred to a development in Ashburnham where they brought in a line from the main road and had added a 25' service easement for each property to connect to sewer. They will use F.R. Mahony to design the plan and service the E-1 pumps. Ed is just looking for information at present but would like to present a plan to the Commission. Brett stated that the Commission allows easements on a case-by-case basis and suggested Ed put together a package to present at a meeting. Ed noted the property is on Sunny Hill Road and the common driveway would go down to a flat area. He will come back with a presentation.

CURRENT BUSINESS -

---Minutes from 7/29/25 Meeting -

Motion: Dan P.

Second: Scott D.

To accept the minutes of 7/29/25.

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

and Brett-aye.

--- Sewer Business Manager / DPW Director Updates-

i. **Quarter 1 FY26 Billing** - Andrew reported that the billing went out 7/28 and took 6 days to complete, which included 3 days for Munis to straighten out the printing issue after the upgrade. The demand notices will go out in about 30 days and he then will be able to give the Commission an update on the delinquency rate.

Motion: Scott D.

Second: Dan P.

To accept the Q1FY26 billing notice of Commitment for \$315,274.90.

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

ii. **ADUs** - Bill noted he and Andrew will be meeting with the Town Attorney on 8/21 to discuss ADUs. Dan Proctor is planning on attending and would like to ask for clarification on the wording for connecting the unit. Scott stated that they had talked about charging a flat fee and whether the line would go straight to the street or to the main house.

iii. **Touch a Truck** - Bill reported they are asking for donations of school supplies for the schools to give out to those in need. The event is August 22nd at 12:30 to 2:30pm. Andrew will have some information to give out on sewer and a flyer on what not to put into the sewer. Scott offered to bring a cotton candy machine.

iv. **Easements and Extensions**- Bill noted there have been others who are interested in easements and added that Mr. McSweeney wanted to put the easement for the 4 new houses in the back, run parallel to Sunny Hill and connect to West Street through one of neighbors properties. The Commissioners discussed the possible future impacts with easements going

through other properties. Bill pointed out Section 10 of Waivers lists 3 criteria, which the Commissioners should be ready to discuss. Brett reiterated that they will go on a case-by-case basis for each situation.

v. Manhole Repair IFB- Bill reported the contractor has completed most of work on the inside of the manholes. They are hiring a sub-contractor to replace the framing covers but that work has not been scheduled yet. After that is done, they will do the inside of those manholes, which will complete the project.

---Future Agenda Items- Update on meeting with Town Attorney, Touch A Truck update, Manhole IFB update, and extension requests. Bill noted that if they receive a formal request for an extension, it has to be a public hearing, needs to be posted for 5 days and advertised in the newspaper.

PUBLIC COMMENT - Scott suggested if anyone wanted to donate school supplies but was unable to attend the Touch A Truck event, they could drop their donation at the DPW during business hours.

UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES :

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

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

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

October 14, 2025 @ 7pm - Regular Meeting, Hybrid Meeting

Motion: Scott D.

Second: Dan P.

**To adjourn at 7:55 pm.
aye, and Brett-aye.**

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

Respectfully submitted,

**Jane L. Ranley
Minutes Clerk**