

Minutes of 12/9/25 Sewer Commission meeting - via Zoom (Video Conference)

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

Vice-Chair Scott D. opened the meeting at 7:04 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 -

---Minutes of 11/25/25

Motion: Dan P.

Second: Arthur K.

To approve the minutes for 11/25/25.

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

---DPW Director /Sewer Business Manager Updates-

i. ADU amendment - Andrew reported that Town Counsel said the ADU rules they voted on are in effect and just need to be added to the website. The verbiage will be updated at the Spring Town Meeting. Arthur asked if they put any verbiage in about having them tie into the street they are on and Andrew replied they will need approval from Town Counsel. Dan noted that there was language about having to go into the existing house or existing line. (Brett R. joined the meeting.)

ii. Q2 FY26 Demands - Andrew stated any unpaid sewer bills are now past due and he will be processing the demands on Thursday. Users can pay tomorrow but if they are still not paid, they will have an added \$10 late fee. He added that there were 423 bills that were not paid out of a total 943 bills sent out. Users can call Andrew if they have questions.

iii. FY25 Tax Lien Report - Andrew reported bills not paid in FY2025 will be going on users tax bills. The total is roughly \$72,260. Scott asked at what point do they attach the lien and Andrew replied he has been working on them for the past 2 weeks. Dan noted they could shut off water after a certain time but they agreed they cannot shut off sewer. Brett asked about if there was anything set up with the Water Department for shutting it off and Andrew said he did not think so since the Water Department is a private entity. Scott asked about the assistant sewer business manager and Andrew confirmed that she is still there.

---Future Agenda Items- Discuss adding verbiage to the town law that a property is required to hook up on the street of the property's address, Discussion on ADU for Town Meeting verbiage change and if this will be part of new construction.

PUBLIC COMMENT - none

UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES :

January 13, 2026 @ 7pm - Regular (Hybrid) Meeting

January 27, 2026 @ 6pm - (Zoom) Meeting

February 10, 2026 @ 7pm - Regular (Hybrid) Meeting

February 24, 2026 @ 6pm - (Zoom) Meeting

Motion: Arthur K.

Second: Scott D.

To adjourn at 7:25 pm.

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

Respectfully submitted,

**Jane L. Ranley
Minutes Clerk**