

Minutes of 6/30/26 Sewer Commission meeting-- via Zoom (Video Conference)

Attendees: Chair- Brett Ramsden, Vice-Chair- Scott Dall, Clerk- Dan Proctor, Member: Arthur Katis and Chip Wilson, DPW Director- Bill Bernard, Sewer Business Manager- Andrew Valliere, Minutes Clerk- Jane Ranley
Brett opened the meeting at 6:00 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 6/09/26

Motion: Dan P.

Second: Chip W.

To accept the minutes of 6/09/26.

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

---DPW Director/Sewer Business Manager Updates--

--Manhole Repair IFB- Bill reported the work was completed last week, except for one on Prospect Street, near Laurel Lane. Every time they went there they took gas readings which read unsafe for entering the manhole. Bill said he believes that is the one that Leominster Road pumps into. When the contractor looked at it they recommended replacing the manhole in kind. He estimated that manhole is about 15' deep. Brett asked if it could have been a design flaw, but Bill said it was typical. All the flow and gases will eventually eat away at the concrete. Brett asked if they need to bring in an engineer. Bill replied no as it was already on the repair list and suggested putting out another Invitation to Bid to replace that one manhole. At the same time, they could line it with the epoxy so hopefully it would last longer. Bill added they have time to address it, but will have CTE look at it, to see how much time they have. He will have to put a contract together because it is a big one.

--CTE Pump Station repairs for FY27 & Sewer O&M IFB- Andrew reported in FY27 they need to do generator repairs at West St. and Leominster Rd. stations. They already have the estimates and both are in the budget for FY27. There are also repairs at Dana St. Bill noted the contract with CTE ends August 26 and they are at the end of the 3 year contract. He has put a new contract together with the goal of putting it out to bid by July 8th, so they can have it place for 8/27. The contract is essentially the same as before but he has cleaned it up a little so it is easier to follow. He also added the checklists from the Operations & Maintenance Manual. Brett made note that since they sent letters out concerning what should not be put into toilets, there have not been replacing pumps. Andrew and Bill agreed there have been fewer calls about clogs. Bill will email the contract to the Commissioners.

--End of Year Adjustments- Andrew noted the negative number was high due to the lot with the large 6 week leak which negated the final readings in the past month for the 4th quarter. Scott added that was overstated revenue but the owner paid her actual bill. The Commissioners need to sign the EOY adjustments before 7/15.

Motion: Scott D.

Second: Dan P.

To accept the End of Year Adjustments for FY26.

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

--100 Laurel Lane- Bill reported he is putting out contract language for replacing 3 pressure lines from the manhole to the property line. It is going through procurement at Town Hall and will also go out for bid by 7/8.

--Q4 FY26 Demands recap- Andrew reported 240 delinquent notices went out for about 25% delinquency rate for the quarter but was 11-12 % delinquency for the year. Chip asked how long it takes for those bills to be paid and how they fix that. Andrew replied that if delinquencies are not paid in November, that amount will go on their tax bills as a tax lien. Eventually the money gets back in some way.

--990 Mass Ave Expansion of Use (Sewer Regs) – Andrew and Bill met with Town Counsel, who said they cannot charge another connection fee. They could increase rates in general. Bill- added Counsel said there was nothing in their regs that said they could charge extra fees in those situations. The Commission could look at raising connection fees. Andrew noted 990 Mass Ave. was charged the \$220 for the extra bedroom- and had already paid the betterment fee. Dan read from the by-law that a minimal residential connection fee of \$3,900 is charged per

dwelling unit as defined by Lunenburg Protective By-Law. He asked if a single family is changed into 2 units that could be sold, shouldn't they pay another \$3,900 for the additional unit. Andrew stated they paid the original betterment and the Connection Fee, but now they are changing the whole landscape. The Commission discussed and Bill said he could ask the Assessors how they will be looking at it. If they are going to look at it as a duplex, they could charge them the extra Connection Fee. The Commission agreed to look at a change to the by-laws and discussed what it would take to make a change. Bill and Andrew will write up the language and have Town Counsel look at it. The Commission can change a regulation, but a bylaw change has to go to Town Meeting. The Commission discussed some scenarios for extra connections and will discuss the language at the next meeting.

--Sewer Commission Reorg- Brett asked if they want to do any reorganization of the board. They discussed and everyone will stay in their roles.

Motion: Scott D.

Second: Dan P.

To keep the appointed roles the same.

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

---Future Agenda Items- Manhole replacement, Extra Fees for Duplexes

PUBLIC COMMENT – none

UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES:

July 14, 2026 @ 6pm – Regular (Hybrid) Meeting

July 28, 2026 @ 6pm – (Zoom) Meeting

August 11, 2026 @ 6pm – Regular (Hybrid) Meeting

August 25, 2026 @ 6pm – (Zoom) Meeting

Motion: Dan P.

Second: Scott D.

To adjourn at 6:41pm.

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

Respectfully submitted,

**Jane L. Ranley
Minutes Clerk**