Minutes of 10/27/26 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: Chip Wilson
Brett opened the meeting at 6:02pm. 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 10/13/26
Motion: Scott D. **Second: Dan P.**
To accept the minutes of 10/13/26. **Roll Call Vote: Scott-aye, Dan-aye, and Brett-aye.**

---424 Sunnyhill Road- Payment Plan Request – Brett asked if the homeowner was present. Bill stated she is not but there was an anonymous viewer and suggested continuing with the discussion. Brett noted that the customer has been in arrears for a few years. Andrew reported the customer currently owes about $1,526 and there was a tax lien of $1,430 put on for last year. The customer came in and asked for a second payment plan. He had previously offered a $100/month payment plan and 2 pool waivers but no payments have been received. Andrew added that he tries to work with everyone as long as they try to make an effort, but he has not seen any effort so far. Bill noted the last payment on this account was made on 5/18/2023. Scott asked if the amount owed for 2023/24, added as a tax lien, was recouped. Andrew replied the tax collector confirmed the customer has been paying property taxes through their mortgage company. The Treasurer's office stated the amount due on the account currently is $1,529.21 and is accruing interest. Andrew noted that he had expected the customer to be in attendance and delinquent accounts need to be put on tax liens within the next week and a half so the Assessors can add them to the December tax bills. The Commissioners discussed and agreed that Andrew has gone above and beyond to work with the customer. Dan asked about the pool waiver and Andrew replied that the customer received 2 pool waivers in the past but he denied this year due to the lack of payments. The waiver is based on the average usage over 4 quarters and the excess water usage for filling a pool. Brett asked what their options are for customers that do not pay and Bill noted they cannot shut off sewer. However, he recommended the current amount goes on tax lien and to give her a payment plan of $100/month for next year. Scott pointed out that customers that are in arrears can pay make partial payments on the Uni-Pay platform, but there has been no effort with this customer. He suggested letting the balance go on a tax lien, which is the only way they have received payment. The Commissioners discussed and agreed to not offer a payment plan. Andrew asked for a vote for the record. Bill will contact the customer about their decision and tell her to watch the meeting. The Commissioners discussed the wording for the vote.
Motion: Dan P. **Second: Scott D.**
To direct the Sewer Business Manager to send the balance of fees to the tax collector for 424 Sunnyhill Road and not offer a payment plan at this point. **Roll Call Vote: Dan-aye, Scott-aye, and Brett-aye.**

--- Sewer Business Manager/ DPW Director Updates–
---CTE Contract – Bill reported that the RFR (Request For Response) has gone out and the bids are due 11/12/26. That will give enough time to choose the new contractor before the current contract expires.
---Q2 FY 27 Billing – Andrew completed the Q2 bill run and has dated the bills for 10/29/26, with a due date of 11/30/26. They will be mailed on 10/29 and customers can call him with any questions.
---Sewer Demand Fee rate – Andrew and Bill met with Town Counsel in regard to options. The State interest maximum is 14% and Lunenburg is currently at 12%. They can increase the Demand Fee from $10 to $20 or they can increase the interest to 14% and be on par with the rest of the state. Bill noted the $10 fee is to reimburse for expenses but he does not think it covers their expenses and he suggested going up. Lunenburg is currently the lowest of area towns. Andrew said he will get figures for what other towns charge and the Commissioners agreed to

discuss further when Chip is present. Bill noted that this would be a change to the regulations and it would have to be a public hearing, with it posted in newspapers.

---**December 29th Zoom defer to January 12th** – Brett suggested taking a vote.

Motion: Dan P. **Second: Scott D.**

To defer the December 29th Zoom meeting to January 12th. Roll Call Vote: Scott-aye, Dan-aye, and Brett-aye.

---Future Agenda Items- Need for another board member, CTE Contract, Sewer Demand Fee

PUBLIC COMMENT – Brett thanked everybody for their thoughtful discussion and ideas.

UPCOMING SCHEDULED SEWER COMMISSION ACTIVITIES:

November 10, 2026 @ 6pm – Regular (Hybrid) Meeting
November 24, 2026 @ 6pm – (Zoom) Meeting
December 8, 2026 @ 6pm – Regular (Hybrid) Meeting
January 12, 2027 @ 6pm – Meeting

Motion: Dan P. **Second: Scott D.**

To adjourn at 6:47pm. **Roll Call Vote: Scott-aye, Dan-aye, and Brett-aye.**

Respectfully submitted,

Jane L. Ranley
Minutes Clerk