



## **5:14 PM – Call Meeting to Order**

Chairman David Langlais called the meeting to order at 5:08 PM.

### **Present**

Chairman David Langlais, Commissioner Emile Demers, Superintendent Marguerite Lavoie, and Recording Secretary Samantha Maher.

### **Approval of Minutes**

Minutes from the meeting held January 14, 2025 were approved unanimously.

### **New Business**

#### **Royal Ave Private Sewer Pump Station**

Discussion was had about the private pump station located at 15 Royal Ave. A resident came in to notify the Sewer Department about a few incidents that have resulted in sewer back ups in her basement. The Superintendent is going to take a look at the HOA requirements submitted to the Town to check and see what it says about the maintenance of the pump station.

### **Old Business**

#### **Drain Layer Bonding Process**

The Superintendent proposed a change to the current bonding process for Drain Layers, changing from a cash bond to a surety bond at the beginning of the year when license is pulled. The Superintendent brought the new language to the meeting for approval before it is brought to the June 2025 Town Meeting. Mr. Langlais suggested some changes that require the Superintendent to check with Town Council before it can be added in to the language. No vote is needed.

#### **Grinder Pumps**

The Superintendent provided minutes from a previous meeting that was held on Thursday May 19, 2016, that discussed dates that were agreed upon to end the grinder pump program. It was stated that grinder pump cost coverage for Contracts 1 through 30 will end 2/13/2018, and Contract 31 will end 02/13/2018. The Superintendent will put a letter together, to be brought to the next meeting, that will reference the minutes from the May 19<sup>th</sup> meeting and referencing the board that made the decision to end the program. The board will vote on it at the next meeting.

#### **Connection Fee Requirements for Large Projects**

There are currently two methods that have been used to determine the connection fees for large projects. The first method uses \$7,500 per unit proposed. The alternative method, which usually yields a lesser fee, is to use 3,000 sq. ft. as one unit. The total square footage of the building is divided by 3,000 sq. ft. to determine the number of “units,” which is then multiplied by \$7,500.

A suggestion was made to change the payment process, like offering installments throughout the building process versus one lump sum payment up front. This fee would be used for any large residential project. Superintendent will bring official language in writing to the next meeting to be voted on.

### **Bylaw Language Change**

The Commission has continued ongoing discussions and edits to the current Sewer Use Bylaw. The Superintendent will put together a working document, so the Commissioners are able to make changes and/or suggestions. The goal in this review is to update antiquated language and provide clarity throughout the bylaw. These changes will be brought to the November 2025 Town Meeting.

### **Inspection Fee Town Warrant Language**

There has been discussion to increase the inspection fee to \$50.00 with a two- hour minimum, replacing the old fee of \$22.00. This will be brought forward at the June 2025 Town Meeting.

### **Permit Fee fee for Additions Town Warrant Language**

The Superintendent is proposing a fee that would be charged at the time of construction of any addition that adds one or more bedrooms. This would be a one-time fee of \$500.00 per bedroom. The Superintendent will bring this to Town Council for language review and will be brought forward at the June 2025 Town Meeting.

### **Vinal Street Above Ground Pool**

The Superintendent spoke with the owner of 37 Vinal St, who has stated that he is going to move the shed out of the easement. The cost of removal will be covered by the owner. No new updates at this time.

### **ADU Regulations Effective February 2, 2025**

There was a discussion regarding the sewer connection fee and user fee for the new ADU units. The bylaws state the user fee is charged per unit. The bylaw language can be clarified to include ADUs. The ADUs would be their own unit so they would be charged a separate used fee of \$150.00. The ADUs would also be treated as new construction and would be charged the connection fee of \$7,550 which includes the \$50.00 permit fee. The ADU connection will be a separate connection. If the owner wants to connect to the existing line, they must come before the board to present reasoning for this.

The Superintendent will put together a memo to add to previous language discussed. Mr. Langlais made a motion to approve the same fee as new construction to be the permit fee for the ADUs which will be proceeded by the amendment that will be added to the bylaws to include ADUs as new construction. Mr. Demers seconded the motion. Motion passes unanimously. Mr. Langlais made a motion to use the same user fee of \$150.00 per quarter for the ADUs. This would be treated the same way as multi families where the owner receives the bill until otherwise changed. Mr. Demers seconded the motion. Motion passes unanimously.

### **Next Meeting Date**

The next meeting date was set for March 18, 2025 at 5:00 PM.

### **5:53 PM – Adjournment**

The meeting adjourned at 5:53 PM