



5:00 PM – Call Meeting to Order

Chairman David Langlais called the meeting to order at 5:00 PM.

Present

Chairman David Langlais, Commissioner Emile Demers, Commissioner Edward Patenaude, General Foreman Joseph Cloutier, Superintendent Marguerite Hoover, and Recording Secretary Samantha Maher.

Approval of Minutes

Minutes from the meeting held February 25, 2025 were approved unanimously.

Old Business

Donahue Road Sewer Service Lines

Dracut resident Douglas Wagner from Donahue Road attended the meeting to address some concerns about the sewer manhole on his property. Mr. Wagner shares this manhole with his neighbors on each side of his property. The manhole has backed up twice into Mr. Wagner's driveway. The Sewer Department went out to the property and pumped it out each time. After the second incident, Mr. Wagner was told by Sewer Department staff that he would be responsible for any incidents that occur in the future. He was advised to have it checked once a year in the Spring time.

The board previously suggested that Mr. Wagner separate his connection from the shared manhole and connect directly into the main. He is still concerned about the manhole being in his yard. Mr. Langlais suggested that Mr. Wagner makes his neighbors aware of the situation and make them aware that they all are responsible for the inspection and upkeep of the manhole. Mr. Wagner would like the Sewer Department to put together a letter to notify his neighbors about the situation. Mr. Wagner would also like to have the three service lines marked out with flags by Sewer Department staff. The Superintendent will send letters containing the necessary documents needed to make the neighbors aware of their responsibilities.

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 backups in her basement. The Superintendent is going to look at the Special Permit for the subdivision submitted to

the Town to check and see what it says about the maintenance of the pump station. No new updates at this time.

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 time a license is obtained. The Superintendent brought the new language to the meeting for approval before it is brought to the June 2025 Town Meeting. Mr. Langlais and Mr. Patenaude asked for some wording to be clarified. No vote is needed until the final language is brought forward.

Grinder Pumps

The Superintendent provided a memo referencing past meeting minutes that set an end date for the grinder pump program. Mr. Langlais made a motion to accept the memo presented formally ending the grinder pump program, referencing the previous meeting minutes where a deadline was set but no memo was issued. Mr. Demers seconded the motion. The motion passed unanimously.

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.

The Superintendent provided a memo outlining three different payment options. The payment options are determined by the permit fee for the proposed project. Mr. Demers made a motion to accept the memo in reference to a payment schedule. Mr. Patenaude seconded the motion. The motion passed unanimously.

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. No new updates at this time.

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 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 St. 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 will be clarified to include ADUs. The ADUs would be their own unit so they would be charged a separate user fee of \$150.00 per quarter. 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 service line, they must come before the board to present reasoning for this.

The Superintendent provided a memo to add to previous language discussed. Mr. Langlais made a motion to approve the same fee as new construction to be the connection 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-family dwellings where the owner receives the bill until otherwise changed. Mr. Demers seconded the motion. Motion passed unanimously.

Next Meeting Date

The next meeting date was set for April 1, 2025 at 5:00 PM.

5:41 PM – Adjournment

The meeting adjourned at 5:41 PM