

**Minutes of 3/7/16 Sewer Commission workshop - DPW conference room 520 Chase Rd.**  
Attendees: Chair, Carl Luck, Members- Sue Bunish, John Reynolds, Business Manager, Barb Lefebvre.

Carl opened workshop at 4:04pm

Changes to Permit Process:

- Timing needs to be in advance of July 1<sup>st</sup>, recommend due June 1<sup>st</sup>

- Include check list of key requirements on application form

- Include key documents to be provided; schematic, equipment list, capacities etc

- Add that Board of Health will be notified if no Permit is in place as of July 1<sup>st</sup>

- Target sending applications and new regulations to establishments by May 1<sup>st</sup>

First "audit" by contractor

- Verify Permit documentation, schematic, equipment etc

External trap changes

- Elimination of internal trap requirements based on equipment

- Sewer Commission/Contractor take on inspection, note additional pumping may be required

- Pumping still owner responsibility and may be required before 6 month minimum

- Have separate fee structure

- Need estimate of cost for inspections in permit fee

- Internal traps still need to meet requirements but not submit monthly reports

- Add state posting requirement

Internal traps only

- Add percent measurement to inspection/record

- Add State posting requirement

Respectfully,



Carl Luck, Chairman