

APPROVED

**TYNGSBOROUGH SEWER COMMISSION
MEETING MINUTES
Tyngsborough Town Hall
Meeting Room #1
January 22, 2026**

Commissioners in Attendance:

Brian Martin, Chair
Fred Perrault, Member
Darryl Wickens, Member

Others in Attendance:

Kathleen Cayer, Administrator
Paul Provencher, Senior Foreman
Jake Zwicker, Superintendent/Town Engineer, Dept of Public Works

Meeting opened at 6:08 p.m. by Chair

Item 1.) Citizen's Time

None

Item 2.) Phase 2 Sewer Project

None

Item 3.) Old Business

a) Phase I West Discussion

1) 50 Westford Road

None

2) 130 Middlesex Road Plaza capacity

Applicant was due to appear before the Board at this meeting in response to SC advising him via certified letter that, due to his exceeding his bettered allotment by 2 ERUs over the past 3 quarters, he would need to purchase 2 of the 4 ERUs that had been set aside for him for a potential upstairs residential development. He did not attend the meeting.

b) I/I Program

KC questioned conflicting flow information from Tyngsborough Housing Authority's engineers for the Housing. W&C's information shows 4,710 gpd reserved, based on 30 units at 157 gpd. However, the THA website reports 56 units. BM stated that 56 units was correct, and he will get estimated calcs from engineer, but believes it is the 6,600 gpd previously approved. KC stated as a reminder that SC has a specific connection fee agreement with THA which is based solely on their past two years of actual water use. When they are ready to file and pay the connection fee, they will be charged for price per gallon, based on estimated gallons per day. Once that is confirmed by SC, Woodard & Curran will be able to update their information, and KC can provide BM with requested estimates of connection and user fees. KC presented a current list of property owners waiting to connect, which BM requested at the last SC meeting in response to 46 Middlesex Road's request to connect. The list includes 2-3 future single family homes whose applicants were denied due to lack of capacity, as well as Technology Drive, whose representatives were sent several certified letters requesting they continue the application process within a certain deadline. They never responded, so there is no capacity being held for them. The list also includes 187 Middlesex Rd-a four-unit house, 81-87 Middlesex Road, and 475 Dunstable Road Project. KC requested more detailed information about the project, but never received a response from the applicant. At the last meeting, SC signed a covenant for 16 & 20 Kendall Rd for purchase of 3 additional ERUs. Flint's Corner Development representatives will be attending the next SC

meeting on February 12. SC agreed to wait until their next meeting to respond to 46 Middlesex Road's request to connect.

c) Future Sewer Phases

None

d) Flint's Corner Development

Applicant and his attorney requested a continuation to the SC meeting on February 12, 2026.

e) Tyngsborough Housing Authority-Brimley Terrace

KC requested flow information from SC.

f) Bridlevale-120 Pawtucket Blvd

None

g) Asset Management Plan

KC reported that a kickoff meeting, attended by KC, JZ, PP, and the team from W&C was held on Monday, January 12. W&C are preparing the first requisition for the drawdown from the grant, as they have presented their first invoice. In-kind services, such as time taken to gather plans, GIS data, etc., are being tracked since those services can be included as a portion of the payment from the grant.

Item 4.) New Business

a) Topics that the Chair did not reasonably anticipate would be discussed

None

Item 5.) Sewer Administrator's Report

a) Meeting minutes to approve from 1/8/26

FP: Motion to approve meeting minutes from 1/8/26 as printed

2nd: DW

Motion passes 3:0:0

b) Executive Session minutes to approve from 11/13/25 and 1/8/26

FP: Motion to approve Executive Session minutes from 11/13/25 and 1/8/26, not to be released

2nd: DW

Motion passes 3:0:0

c) Bills warrants to review

SC reviewed bills warrants

KC reported that Attorney Petrini confirmed that it is acceptable to discuss going forward the Vesper settlement work updates during open session. Anything regarding legal advice and strategy would have to be discussed during Executive Session.

Item 6.) Senior Foreman's Report

BM had asked for details regarding an invoice from Daigle Electrical. PP explained that the pumps at Sequoia were not running. Daigle checked the power supply and found that the power had tripped. The two pumps were pulled. One pump had overheated because it was clogged. PP took pictures of the control panel and sent them to Daigle, who will look at them and check into adding another breaker to prevent the power from tripping. BM questioned the necessity of adding a second breaker. PP informed that there needed to be an amperage breaker in place before the pump hits overheat and there wasn't one. PP will inform BM of Daigle's recommendation. Other than that, things are running well.

Item 7.) Correspondence

None

Item 8.) Complaints

None

Item 9.) Adjournment

FP: Motion to adjourn

2nd: DW

Motion passes: 3:0:0

Meeting adjourned at 6:25 p.m.