



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

SEWER COMMISSION

Jonathan Adkins, Chairman
Al Clinch, Vice-Chairman
Thomas Haggan
Lee Grant
Tomas Clinch

Dale Quimby, Lead Operator
Traci J. Lavoie, Secretary

JULY 8, 2025, 5:00PM

Annual Organizational Meeting Minutes

In Attendance: Jonathan Adkins / Al Clinch / Thomas Haggan / Lee Grant

Absent: Tomas Clinch

Staff: Joe Roach, Town Manager

- 1. Call Meeting To Order – 5:09PM**
- 2. Elect Chairman**
 - Haggan motioned to nominate Adkins for Chairman.
 - Grant second
 - 4-0-1 (T. Clinch Absent)
- 3. Elect Vice-Chairman**
 - Haggan motioned to nominate A. Clinch for Vice-Chairman.
 - Grant second
 - 4-0-1 (T. Clinch Absent)
- 4. Date & Time of Sewer Commission's Meetings**
 - Remains the same.
- 5. Rules of Procedure for Selectmen's Meetings (Robert's Rules of Order) – Vote to Adopt**
 - Adkins motioned the Sewer Commission will adopt the same rules of procedure as the Selectmen, Robert's Rules of Order.
 - Grant second
 - 4-0-1 (T. Clinch Absent)
- 6. Town Policies / Trainings** – Signoffs to be returned to Traci by next meeting.
 - Code of Ethics
 - Anti-Discrimination, Harassment, Sexual Harassment and Retaliation Policy
 - Media Policy
 - Remote Participation Policy
 - FOAA Training

7. Annual Review of Fees (Per Ordinance) 30.4.2 / 30.5.1, .2, & .3 – Tabled.

Section 30.4.2 For all connections onto the sewer system, there will be both a connection fee and an inspection fee. The connection fee shall be paid at the time that the applicant files a permit for the connection. The inspection fee shall be paid at the time that the connection to the sewer is physically made. The amount of these fees shall be set annually by the Sewer Commission. *(Currently \$3,000 per new structure)*

Section 30.5.1 Plumbers and drain layers of established reputation and experience will be licensed by the Commission as Master Drain Layers authorized to perform work, subject to compliance with the following requirements.

- .1 Applicants for licenses are required to pay a filing fee established annually by the Commission as Master Drain Layer, payable to the Town, all of which will be refunded to the applicant if his application is rejected. *(Currently \$50)*
- .2 If required by the Commission, applicants for licenses shall file with the Commission a proper and acceptable Performance and Guarantee Bond in an amount established annually by the Commission which shall remain in full force and effect for a period of one year from the date of application.
- .3 Applicants for licenses, after approval by the Commission, shall file with the Commission, a Certificate of Insurance with minimum limits of liability established annually by the Town Manager to cover Public Liability and a Certificate of Insurance covering Property Damage that meets limits established annually by the Town Manager. In addition, a Certificate of Insurance covering Workmen's Compensation at statutory limits shall be filed, all of which shall remain in full force and effect for a period of at least one year from the date of approval. Said Insurance shall indemnify the Commission and the Town of Rangeley against any and all claims, liability, or action for damages, incurred in or in any way connected with, the performance of the work by a Master Drain Layer, and for or by reason of any acts or omission of said Master Drain Layer in the performance of his work.

8. Adjournment

- Grant motioned that we adjourn the July 8, 2025 Organizational Meeting at 5:13PM.
- Haggan second
- 4-1-0 (T. Clinch Absent)

Any public member desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the questions under discussion. All remarks and questions addressed to the administration of Town shall be addressed to the Town Manager or the Board of Municipal Officers through the Chair and not to any municipal town employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

Public members attending Board meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board. Any person making personal impertinent and slanderous remarks, or who becomes boisterous while addressing the Board or those attending the Board meeting shall be removed from the room if so directed by the presiding officer.

Join Zoom Meeting
<https://zoom.us/j/91015267554>
Meeting ID: 946 1440 5939
Dial by your location
+1 929 205 6099 US (New York)

****In accordance with the Town's Remote Participation Policy (found at townofrangeley.com), Zoom is only available to the public if one or more of the Board members cannot attend in person, but will be participating remotely****