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UB STAFF REPORT **November 17, 2026**

TO: Utility Board

FROM: Micah Wood, Town Administrator & Town Planner
Brandon Haskins, Chief Wastewater Operator & Director
Micah Sullivan, Community Development Director
Kirk Vandivort, Town Attorney

SUBJECT: Item 3a – On-site Wastewater System Reservation Process

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PURPOSE

The purpose of this item is to provide updated information for the creation of a new reservation process for On-site Wastewater Systems (On-site Systems).

BACKGROUND AND STAFF REPORT

After receiving periodic requests from property owners adjacent to approved On-site Systems, Town Staff believes that the UB and BOMA should consider a process to allow for reservations of wastewater capacity in approved On-site Systems. The proposed process would mirror the reservation process for the Regional WWTP.

This policy includes updates and revisions from the discussion from the August UB meeting.

STAFF RECOMMENDATION:

Staff recommends the Utility Board provide a favorable recommendation for the adoption of the On-site Wastewater System Reservation Process.