

Meeting Minutes – Sewer Commission
February 24th, 2022 5 pm
Northfield Town Hall
69 Main Street, Northfield MA
Conference Room First Floor

Attendees:

Karen Boudreau(KB), Tom Walker(TW)

Call to Order: Tom, 5 pm

Review and Approval of Minutes:

- Minutes of 2/16/2022 meeting – approved.

Citizen's Concerns: None

Business:

Budget and Finance Comm meeting 2/28 7:30 pm, via Zoom.

- Budget final review.
 - OT expenses modified to reflect actual OT expenses based on previous years of data. It was 62% underfunded when compared to actual. Motion by KB, second by Tom. Approved.
 - On-call rate increased from 20.96 to 24/hour including 6% COLA increase. Grade/Step has data that needs further review/changes when planning for 2nd full time position. Motion by KB. Second by Tom. Approved.
- Sam Stevens will be activated for March weekends.
- Isaac will provide log details regarding weather and call-in events. This will help plan for future budgets and staffing.
- Budget impact question re: new hire full time vs part time vs temp part. Deferred until May 2022 for more planning and present in next budget season.
- Budget approved with 2 modifications. Sent to TA at 5:28 pm.

Blueprint's location.

- Located in the Land use room, which can be utilized during Town Hall open hours.
- Sign in /Sign out process reviewed, changes to have a chrono sign in/out sheet to be presented to TA/Sandra.
- Can they be photographed? Yes, per TA as these are public records.

New Hire document review – See Budget discussion. One question sent to TA. Further planning begins in May 2022.

Tighe & Bond review and status.

- Draft of Bylaws review – 2nd review. Changes detailed. Kb to send to Tighe and Bond. T&B will make changes and return. SC will review the document and vote on acceptance.
- T&B review of changes to the Owner's Manual – Isaac has called them and is awaiting details for the next SC meeting.

Operator Reports:

Isaac provided his report below, as he is unable to attend.

- Waiting to see what RCAP has to say about USAD
 - I have a few booklets to read over
 - Also asked about a large project. Example would be redoing the headwork and maybe 10 manhole replacements. That way some improvements would be made at the plant and the collection system. -Just a suggestion.
- Through RCAP we will receive a new Influent sampler free of charge!
 - On that note the effluent sampler needs to be replaced (cost \$5-\$7000)
- Operating budget is down to about \$11,500.
 - Doubt this will make it to June 30!
- Monthly reports can be emailed instead of mailed.
 - Saves on postage.
- SSO Notification
 - DPC contacted Plant about writing up a plan(~\$2500)
 - Chief Operator will write up protocol thus not needing them for this
- Emailed Tighe and Bond about O+M manual changes

Highland Ave/ Pine st Project:

- Tom in contact with ENWC
- Contacted Underground supply and Washburn Vault about concrete
 - Underground ~\$4089
 - Washburn ~\$4132 <1 week
 - Both were for 1 concrete structure and 350 ft of pipe
 - FW Webb pipe cost was \$12.12 ft
 - Blake Equipment no pipe
- Contacted DEP
 - No notification needed for this. Will notify to show work being done to the system.
 - Extension >50,000ft would require notification. (CMR 3.14-7 I believe has the full document)

Glenwood Ave:

- Developing a scope of work
 - Max of three new manholes, min 2
 - ~500 of pipe replacement, <5ft deep
- Contacted Marion Excavating, Davenport Construction, Dean Concrete and Excavating, and Youngs Excavating. Waiting to hear back and schedule visits.

Hiring:

- Sam Stevens will be on the March weekend schedule
- He will continue to clean up after snowstorms

Budget

- I have nothing new to add.
- Except worried about making it to June 30 of this year.

Storm on 02/22/2022 was bad. Max flows of ~.700 mgd

Ames Electrical will be doing work on the flow meter next week pending parts shipment.

Abatelements: None

Billing: None

Capital Projects: None

Current Project Update / Next Steps:

- Update on Glenwood Ave Project. See operator report.
- Update on Highland Ave/TAC projections. – See operator report.
- Cost estimates and material delivery dates. – See operator report.

Items not reasonably anticipated by the Chair: None

Adjourned: 5:59

Motion by KB. Second by Tom. Approved.

Approved:

Signature: *Kevin Dondre*

Date: *3-10-22*

Signature: *Thomas Waltham*

Date: *3-10-22*

Signature: _____

Date:

Signature: _____

Date:

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