

Meeting Agenda – Sewer Commission
March 10th, 2022 - 5 pm
Northfield Town Hall
69 Main Street, Northfield MA
Conference Room First Floor

Attendees:

Dan Gray(DG), Karen Boudreau(KB), Tom Walker(TW), Isaac Golding(IG), Michelle Turner(MT)

Call to Order: Dan Gray, 5 pm

Review and Approval of Minutes:

Minutes of 2/24/2022 meeting approved.

Citizen's Concerns: None

Business:

Budget: Answering final Budget questions to/from the Town Admin.

- On Friday, 2/25, Andrea (TA) and KB spent easily 7 hours documenting and email exchanges on the budget. We both need to cut down this time frame and straighten the process. KB invited her to the next SC meeting for the first 15 minutes to shorten the timeline. She respectfully declined later.
- Budgeting for indirect expenses. KB and MT spoke to how budgeting for and detailing indirect expenses, allows everyone to know how the money is spent and what it actually costs to run a municipality. Examples given were cost of insurances, billing back the individual departments for water and sewer, and the rise of the Office expenses on boards.
- Meadow St Requisition for \$20,000 was pulled back. The section of road from the railroad tracks to the Treatment Plant gate does not fall under the responsibility of the Enterprise Fund. Town meeting documents from 1986 and 1992 declare the road as a public town road. Therefore, the SC has pulled down the requisition. DG motioned to remove the requisition, Second by KB, all in favor.
- IG: Tighe & Bond is requesting \$35,000 for the Asset Management Plan and grant work to move forward. IG has emailed Zach at T&B to determine the if the document is specifically ASM or ASM and Capital Improvement planning. Can the 35K be released from all monies or only monies slated for capital improvements?
- MT: The Abramson Group offers training in Enterprise Funds management. The cost is 4 seats for \$300.00. She is forwarding the link to me. The SC will be sending people to this training.
- The SC needs to know when the Warrant is closed.

Set April meeting dates back to Wednesdays. There will be 1 public meeting in April. Proposing April 6th.

New Hire: Full time.

- Deliberation surrounding budgeted positions. There are DEP and OSHA safety issues having one person in the plant. A single operator is a single point of failure should that person decide to leave or have an unplanned outage. The current problems of staffing with contractors at a nearby township provided a similar example of low staffing problems. Previous years, a job search for Northfield WWTP was held for a part-time, weekends position. 4 resumes were received. The payroll budget was redistributed, and it was discovered that a full-time position can be filled, and the budget is \$2200 lower than the current organization. The part-time maintenance position will remain. The WWTP position is slated to be posted on 3/21. Motion by KB, Second by DG. All approved.

Tighe & Bond review and status.

- By Laws draft. Reviewed the latest modifications. Additional ideas and suggestions were discussed. The SC wanted more details in the manual about the retention and purging of digital photos and the background and future of the \$2150 Sewer hookup fee. The Bylaws will be brought back to the SC in subsequent meetings, until the SC has a firm and detailed Bylaw manual.

Demographic Stats meeting with Michelle Turner.

- MT and KB to analyze the demographics on the sewer system. First round of percentages slated for the 4/6 meeting.

Operator Report:

Produced by Isaac. Lots of rain caused an over permit by 1% but still within average tolerance. Average of .1mgd = 50%. The combination of excessive cold rain and then cold temps kills off the good bugs.

Abatelements:

The bills are ready to go out. Let's do a quick review of the PDF on the Website. This is a lower priority compared to all other tasks and end dates. Deferred until 4/6/meeting.

Billing:

MT needed the Billing consent form signed by the Chair (DG). The bills will be sent out on Monday 3/14. The fire department was never billed in the past, but now that bills are being split out (indirect or detailed expense reporting), each department will have to budget for the expense.

MT inquired about having a filing cabinet and folder organizer on the customers. The SC liked this idea. SC is looking into a file cabinet and if we can get record room space.

MT mentioned the ability to receive ARPA funding for some of the WWT infrastructure projects.

Capital Projects:

Current Project Update / Next Steps:

- Update on Highland Ave/TAC Project.
 - The repair quotes from underground supply are 350 feet of pipe, manhole, riser, additional components, \$4100. TAC will provide digging resources and expense. Weather depending and funds availability, the project is slated for completion on 4/30 or sooner.
- Update on Glenwood Ave Project.
- Update on Cost estimates and material delivery dates.
- New Project Plans.

Items not reasonably anticipated by the Chair: none

Adjourned: 6pm Dan Gray.

Approved:

Signature: _____ Date:

Signature: *[Signature]* 3-24-22 Date:

Signature: *[Signature]* 3-24-22 Date:

Signature: _____ Date:

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