

Meeting Minutes Sewer Commission
Northfield Town Hall
69 Main St. Northfield MA
August 10th, 2022 – 4:30 PM - Conference Room, 1st Floor

Call to Order/Attendees: – Dan Gray (DG), Tom Walker (TW), Karen Boudreau (KB).

Absent: Chief Operator - Isaac Golding (IG), Michele Turner (MT) (when requested)

Review and approval of minutes: deferred.

Citizen's Concerns:

Business:

- Steve Wiggins – absent.
 - The Highland Ave project needs an application and a blueprint from the SC main line to the edge of the property. DG requested a blueprint to show the sewer lines along with the application. This will require an engineer's design. Motion by DG, 2nd KB. All approved.
- Open Position – No new resumes.
- Occasional part time Maintenance position.
 - Motion to create/advertise a new position (part time maintenance) at the Treatment Plant. Motion by DG, 2nd by KB, all approved.
 - There is an interested candidate that would be working overtime at the plant. (TW).
 - Next steps are to review the pay scales and Dept of Labor requirements, create a job classification, job description, post the job, the grade/step will be commensurate to experience.
- ARPA funds update:
 - Review of current submissions and approvals. Additional quotes and requests will be forwarded by Isaac.
- Website updates:
 - EDU Classification doc. Motion to accept and post by Dg. 2nd by TW. All approved.
- Performance Review, lost documents
 - The missing personnel file is still missing. Motion by DG to retain a copy of SC personnel files in the SC file cabinet. 2nd by TW. All approved.
- Payroll spread sheet with adjustments.
 - On call rate adjustment and Sam's job description.
 - A Payroll discrepancy was noticed and brought to the attention of the Treasurer.
- Technical Data Survey.
 - On 7/18 at 11 am, IG and KB met with Paul Hogan from Woodard and Curran, Engineering Firm. They are 1 of 7 firms that are conducting a survey for the Clean Watershed Survey 2022. This is being done for free (no charge) and it is a value of \$10,000. The results are collected and maintained by W&C. We contribute data answers to W&C. The end result (multiple spreadsheets) is due to the State DEP by 10/31/2022. In turn Congress uses the national results to plan for funding and release funding the States/plants for plant upgrades.
- EDU comparative rate surveys. T&B and RCAP.
 - T&B has shared their EDU rate analysis. RCAP is another avenue to explore to obtain a detailed study of comparable EDU rates. This will assist with rate structures and complying with the Consent Order.
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- Business Resumption Plans – deferred.
- Timeline Summary Overview.
 - Quick review. No motion, no votes.
- Land Use room.
 - KB - Still trying to coordinate a time to enter the room and review maps/documents. No Motion, No Votes.
- Soulfest2023 and infrastructure.
 - Any large event needs to be considered regarding the venue and impact on infrastructure. Any discussion and data will be in other SC meetings. No motions, no votes.
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Operator Report: Ames Electrical, Plant stats, DEP reports.

Abatements: N/A

Billing:

- Quarterly Billing and commitment letter for Michele Turner.
 - The commitment letter was signed by the SC. Motion to approve by KB. @nd by TW. All approved.
- Budget data, Accounting and Trends.
 - Deferred until a later date. Working on ARPA funding requests.
- Bill in same year. Expenses match revenues.
 - Deferred until a later date. Working on ARPA requests.
 - Needs inclusion and detailed feedback from the Accountant/Treasures offices.

Capital Projects: Pipe relining begins in July.

- Pipe Lining Project.
 - Request for additional funds – increased resin cost. Denied.
 - Initial Quote: \$74,500 National Water Main Cleaning Co.
 - Additive/Change Order: \$7,075.17
 - There was an increase of \$7075.17 due to a pipe listed as 10 inch and was 12 inches. Isaac adjusted the map. The SC approved the Change Order.
 - Current financial status: \$81,575.17. \$15,044.65 balance left.

Current Project Updates / Next Steps:

- Highland Ave project and ordering.

Items not reasonably anticipated by the Chair.

Next Meeting: Sept 14th, 2022. 4:30 PM

Adjourned: 5:40 PM Motion by DG, 2nd by TW. All approved.

Approved:

Signature: _____

Date:

Signature: Shirley Boudreau

Date: 9-14-22

Signature: Thomas W. Miller

Date: 9-14-22

Signature: Paul G.

Date:

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