

Meeting Minutes– Sewer Commission
Northfield Town Hall
69 Main Street, Northfield MA
Dec 7th – 4:30 pm - Conference Room First Floor

Call to Order/Attendees: Chair – Dan Gray (DG), Tom Walker (TW), Karen Boudreau (KB), Chief Operator - Isaac Golding (IG), Michele Turner (MT) (when requested)

Review and Approval of Minutes:

All present, MT not requested.

Citizen's Concerns: N/A

Business:

- Large Event Permit Process and infrastructure. Review of letter. No vote.
- Setting the Budget/Rates – due date is January meeting, we are waiting on Fin Comm. No vote.
- T&B – Asset Mgmt Project. Recap. Presentation only. No vote.
- T&B zoom into 4 meetings per year. KB to ask T&B. No vote.
- Open Positions: Full time, Part time, and Maintenance Positions.
- Bylaws Update: Later in the spring.
- Entering Executive Session procedures. Review only, no vote.
- ARPA funds update.
- Technical data survey update.
- Capital projects January – May. Capital projects June – November.
 - Pipe relining for 2024. Meadow street pipe. TW Motion, DG 2nd, all approved.
- Account demographics and breakout. Review only – no vote.
- Accounting firm update. Deferred.
- Billing and usage fees: EDU vs Usage. Deferred, waiting on AMP.
- Land use room and plant deed. N/A

Operator Report: Isaac

- Aerators – Need to purchase. Found 2 in Illinois. Good price and they are holding for us. KB has request in for Aerators and electrical hook up for ARPA funds. Motion by DG, 2nd by Tw. All approved to purchase. The aerators will be ordered. ordered and being shipped FOB from Illinois.
- Water Line break – 6" is good for a hydrant. TW what is requested for future plant upgrades. There will be a bore under the tracks and whole new sleeve. The water comm will need to be notified. T&B recommended a 6" water pipe. IG will ask other towns. We need to know what the fire code is for public buildings as the plant is a town owned property. The approximate pipe cost is around \$4000.00. We already have a railroad easement. No vote, more research
- Dickinson St Trail sign move, Yearly reports, Mapping. The SC is waiting on the Trails team to move this. Many emails and calls have taken place.

Billing:

- Abatements?

- Questions/Correspondence.
- Setting 2024 rates and Flat Rates. Review all accounts.
- Billing statistics to date from Michele Turner.
- \$27 demand fee for late/delinquent payments. 9/3/2020 meeting. N/A
- Abatement activity sheet and copy of Abatement forms/letters.

Current Project Update / Next Steps: Highland Ave project and ordering, Glenwood Ave.

Items not reasonably anticipated by the Chair:

Next Meeting is: 12/28/2022 4:30 pm **Adjourned:** 6 pm

Approved:

Signature: Karen Bourdeau

Date: 12-28-22

Signature: [Signature]

Date: 12-28-22

Signature: _____

Date:

Signature: _____

Date:

The meeting minutes are being posted in compliance with Massachusetts Open Meeting Law.