

**Meeting Minutes – Sewer Commission**  
**Northfield Town Hall**  
**69 Main Street, Northfield MA**  
**Oct 12<sup>th</sup>, 2022 – 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)

**Call to Order:** 4:41 Pm by TW. DG arrived at 5 pm.

**Review and Approval of Minutes:**

Minutes reviewed and approved.

**Citizen's Concerns:** Josh Neil present for Interview.

**Business:**

- Open Full time and Part time Positions,
- Occasional Part time Maintenance position
- Job Classifications, Job Descriptions, Salary Rate review, and posting.
  - All above 3 bullets were addressed as part of the hiring process.
  - Josh was introduced and interviewed by the SC. He currently works at the Hwy department and is willing to pick up additional hours as a general laborer at the Treatment Plant. The Treatment plant is preparing for large improvement projects. Additional resource management is needed for those projects, to fulfill the ACOP staffing requirements, and for safety reasons. Josh has helped Isaac in the past and Isaac recommends hiring him for 12-16 hours/~~week~~<sup>month</sup>. The rate is being determined due to these hours being overtime.
  - Motion by KB to hire Josh. 2<sup>nd</sup> by TW. All approved.
  - The Job descriptions for the Treatment plant were modified slightly and approved by the Town Admin. The minor adjustments do not need to go before the Select Board. The job descriptions and grade now match the Budget spread sheet job descriptions and grade. Which in turn matches up to the wage classification matrix.
- Large Event Permit Process and infrastructure.
  - KB sent an inquiry letter to Dan Kurpaska, DEP Western Region, informing the DEP of a possible large event venue and seeking guidance from the DEP. The SC has never been through a large event planning process and assistance is needed for proper planning and permitting.
  - KB sent an inquiry email to the Big E organizers also seeking guidance based on their decades of planning a huge event.
  - The Large Event item will remain on the agenda as long as needed by the SC.



- Setting the Budget/Rates and the Accounting Firm. Off cycle billing research.
  - The offset billing cycle will not change.
  - A September question from the SC account raised the research into the billing cycles. When the SC bills were tied to water usage, the cycles were offset by 6-12 months, because the bills were dependent upon the water meter reading from 2 separate districts/companies. The closing of the Northfield campus and the difference between ENWC and the Mill district produced challenges with obtaining actual water usage (metrics) so that accurate sewer bills could be sent. The 2018 SC adopted an EDU rate to work around this billing problem. After examination and research, with feed back from Michele Turner, the offset cycle will remain as is. The EDU rate structures will be adjusted when needed to reflect current plant expenses. Other Billing timing will be explored to help Seniors with payment.
  - In addition to the cycle research, the SC is exploring other possible accounting firms for training or consulting expertise regarding the Enterprise fund.
- T&B - Northfield Financing Agreement.
  - T&B and the Town Admin are finalizing the signatures and notarizing of the documents. The due date is 10/14/2022 to the DEP.
- T&B zoom into 4 meetings per year? Deferred until November meeting
- ARPA funds update.
  - No additional work this month. New submissions to occur in the next 2 weeks.
- Website updates. We are done and current.
- Technical data survey update. Due date is 10/31/2022. We need one last review of the documents.
- Land use room and plant deed.
  - KB was able to access the room. Maps are on the flat files and there are many. Other sewer documents are in a file cabinet. Wendy is working on organizing and filing the Land Use Room. She is very helpful and lets us know when she finds any Sewer document.

**Operator Report: Isaac**

- Working on yearly reports.
- Waiting on 1 more testing result to come back before finalizing.
- E Coli is fine. No more chlorination after 10/31.
- Manhole replacement on Highland Ave.
- Moving of Dickinson St trail sign. Currently over the easement. IG working with Julia Blythe to find a suitable location. DEP and the Consent order need access to all easements.
- Coordinating/working with Wiggins on Daly house and Highland Ave project.



**Billing:**

- **Abatelements?**
  - Questions/Correspondence.
  - 1 letter and abatement form from 18 Pine St. Motion to deny KB, @nd DG, All approved.
  - 1 letter from a long ranging dispute was submitted to the SC in Sept. 2022. MT has called the citizen and explained the lien and proceedings. Discussion ensued about many years of dispute, did it ever go to court and weigh in from other Commissioners. Discussion will continue in November for next steps.
- Quarterly billing statistics to date from Michele Turner.
  - 8/22 the bills wet out for 153, 622.18, due 9/21/2022. 66 accounts are outstanding as of the meeting date. Outstanding balances before 6/1/2022 are liened to real estate.
- Begin work on new billing rate, 2024-2025.
  - The SC will begin work on 2024 FY sewer rates. The budget due date is around January 2023.
- \$27 demand fee for late/delinquent payments. SC meeting of 9/3/2020. MT-Normally, there is a \$5.00 reminder fee. While researching budget and rates, SC minutes listed a \$27.00 late fee charge. The minutes will be available for the Nov meeting. Next steps would be to add to bylaws, set the # of days late and possibly to take effect 7/1/23. This will go before an SC vote in November 2022.
- To try to assist Seniors on a fixed income, discussion occurred to slightly move the bill out and bill due dates to span a beginning of 2 months. This will give Seniors 2 checks to help meet their bills. Sent out 8/1 and 3/1. This also does not back up against Tax bills. Motion by Kb to change dates, 2<sup>nd</sup> by TW, All approved.
- MT Sewer Hookup fee of 148 Winchester Rd for \$2650. The payment came through. MT has a copy of the Application.
- MT Sanda Countway building removed. Needs to be capped and the capping needs to be witnessed by Isaac.

**Capital Projects:** Pipe Relining Wrap up from Isaac. Invoice received from Natl Water Main Cleaning and was approved to pay \$81,600. Isaac has the invoice and will attach to a bill sheet. Motion to pay by KB, 2<sup>nd</sup> by TW, all approved.

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

**Items not reasonably anticipated by the Chair:**

**Next Meeting is:** Nov. 16<sup>th</sup>, 2022 4:30 pm.

**Adjourned:** 6:39 pm, Motion by KB, 2<sup>nd</sup> by DG, all approved.



**Approved:**

Signature: \_\_\_\_\_

Date:

Signature: Karen Boudreau

Date: 11/16/22.

Signature: Theresa White

Date: 11/16/22

Signature: Dan Hy

Date: 11/16/22

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