

Meeting Minutes – Sewer Commission
Northfield Town Hall
69 Main Street, Northfield MA
Feb 1, 2023– 4:30 pm - Conference Room First Floor

Commission: Chair – Dan Gray (DG), Tom Walker (TW), Karen Boudreau (KB), Chief Operator - Isaac Golding (IG), Michele Turner (MT) when requested, Tighe&Bond (TB) when requested.

Call to order: 4:33 Present: TW, KB, IG, MT **Absent:** DG **Not Requested:** TB

Review and Approval of Minutes: Signed and approved.

Citizen's Concerns: None

Business:

- Michelle - Commitment letter. Signed & Approved. **Motion:** KB **2nd:** TW **Vote:** All
Michele Turner presented the Billing Commitment letter and detailed report for a total of \$153,622.00.
 - Open Positions: Full time, Part time and Candidate interview
 - Mark coming in as license pending and working on non-lab work until he completes tch or joining us a Maint/Mechanic, which will be a new job description.
 - Becomes full operator upon completion of tch. **Motion:** KB **2nd:** TW **Vote:** All
 - Large Event Permit Process and infrastructure.
 - Letter to Select Board. **Motion:** TW **2nd:** KB **Vote:** All
 - Purchase a sonic flow meter for plant or large events, DG. Deliberated but no motion. Ig brought up the cost to purchase and time to maintain. TW revisit in next meeting. We need more research regarding cost to purchase, cost to install (confined space) , and cost of monitoring/data retrieval. Deferred.
 - Setting the Budget/Rates – update and potential vote on rate.
 - Feedback from Fin Comm. The COLA is 6%.
 - Review of budget line items. 60% through the year, 4 items are over budget amount.
 - Lab testing is at 90%
 - Water is at 108%
 - Postage is at 133%
 - Vehicle fuel is at 80%
 - \$200 from dues and memberships to help defray tuition.

Motion to increase these line items from last to review to a large amount for FY2024.
Motion: KB **2nd:** TW **Vote:** All
 - KB to send updated Budget Spread sheet to Dan Campbell.
 - RCAP KB sent an email. No response. IG will reach out to them.
 - Water Line Project. This needs to be engineered and then go out to bid.
 - KB to contact FRCOG and Tighe & Bond. Motion and vote to move forward on this work.
Motion: KB **2nd:** TW **Vote:** All
-
- T&B – Asset Mgmt Project and CMOM. AMP status meeting with Eric tomorrow, 2/2/2023. Status only, no vote.
 - T&B zoom into 4 meetings per year. KB to follow up Zach (T&B). Status only, no vote.

- Bylaws Update. We have a list of changes and expect a few more from the Asset Mgmt Project. The changes will be made later in the spring. Status only, no vote.
- Technical data survey update. We should hear more March-April. Status only, no vote.
- Capital projects January – May. Capital projects June – November. Deliberation on project priorities, what projects can be completed January – June and what projects can be completed July through December. Impact to the budget and enterprise capital fund are heavily weighed. More deliberation and potential vote to follow in next meeting,
- Account demographics and breakout. Deferred.
- Accounting firm update. Deferred.
- Billing and usage fees: EDU vs Usage. Deferred.
- Land use room – update. Deferred.
- Updates to the Sewer Application form. Needs to include a witnessed hookup and signatures. KB to take this task. No vote.
- Easements And Deeds – Most research demonstrates that the projects, blueprints, and Registry of Deeds records are designated as Town of Northfield. Status only, no vote.

Operator Report: Isaac

- Aerators – Tank 1 is running well. Tank 2 will be installed when the weather is a bit better and coordinated with the electrician.
 - Verbatim Sewerage Alarm has problems. Currently running but in a state of discontent. Isaac quoted \$4365 via Ames to upgrade. **Motion:** KB **2nd:** TW **Vote:** All
- Permit. The average is 83% and we need to be at 85% for the month. The cold weather negatively affects the bugs and the plant performance.
- Water Line break. 1600 feet of 6" pipe with a sleeve. Seeking engineering plans and then go out to bid.
- Yearly reports – Isaac is still working on these reports.
- Mapping – Working with Megan from Tighe&Bond. She will assist more when we have Water Main work during February week.
- EMS building – Discussion to tie into the existing manhole or a new manhole. This new building might cause a reconditioning of the manholes in the Dicking swap.

Billing:

- Abatements - None
- Questions/Correspondence. - None
- Setting 2024 rates and Flat Rates. Review all accounts 2nd time. 5 adjustments made.

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

Items not reasonably anticipated by the Chair: None

Next Meeting is: 2/22/2023 and 3/15/2023, 4:30 pm.

Adjourned: 6:10pm

Motion: TW **2nd:** KB **Vote:** All

Approved:

Signature: *James Bondurani*

Date: *3/16/23*

Signature: *Thomas White*

Date: *3/16/23*

Signature: _____

Date: _____

Signature: _____

Date: _____

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