

Meeting Minutes – Sewer Commission
Northfield Town Hall
69 Main Street, Northfield MA
June 7th, 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: 4:31 Present: IG, TW, KB Absent: DG Not Requested: MT, TB

Review and Approval of Minutes:

Citizen's Concerns: Mrozak's

Business:

- Reorg the Commission Vote on
 - Chair, Dan Gray **Motion: KB 2nd: TW Vote: all**
 - Vice Chair, Tom Walker **Motion: KB 2nd: TW Vote: all**
 - Clerk Karen Bodureau **Motion: TW 2nd: KB Vote: all**
- The Mrozak's stopped in to inquire of the potential hook up to the sewer. The next steps will need to be an Easement, Camera work by us if the camera works, Tom suggest seeing if the camera can go down the line, pretty sure that the service pipe out of Mims is 4 inches, we need to determine how many homes are already on that line, and then determine approximately how many times the line has plugged in the past. Isaac will research the pipe size and verify if the camera works. The next steps if possible, will be cutting into the pipe, determine the height of the line, Tom will speak with Jake Browning, will need a contractor to shoot a couple of grades, they owners do not have a bath in their cellar, they have a plumber, and Tom will look at their house hook up
- The task list. See document. Being detailed and purchasing needed items with 2023 ops funds.
- T&B – Asset Mgmt Project update.
 - Waiting on T&B and Zach. I contact him weekly. The end dates keep slipping.
- Billing and usage fees: EDU vs Usage vs Tiered/Block EDU, potential catch up cycle.
 - Refer to SewerRateResearch.xlsx
 - This is a possibility but needs more study and cannot happen this year. Rate and billing Data supplied to T&B showed a significant decrease and increase in revenue from 2019, 2020 and 2021. This needs further investigation. It might be that a billing cycle was not missing. More research and investigation need to occur.
- T&B Consultative hours.
 - Revisit after end of year and task list priorities. Deferred, no vote.
- Updates to the Sewer Application form. Review and approve.

Motion: KB 2nd: TW Vote: all
- Easements And Deeds – Article money. We may need to update the by laws next year regarding mandatory easement size and bare minimum # of feet.
- Bylaws Update. Completed, sent to Greenfield Recorder, Vote to pay bill. \$247.17 for 3 days in the paper. June 9th, 16th and 23rd.
 - **Motion: KB 2nd: TW Vote: all**
- Technical data survey update. No news.
- Capital projects January – May. Capital projects June – November. Priorities.
- Account and Collection system demographics. Will be updated after end of year.
- Accounting firm update and regular budget review. Going well. All accounts reconcile.

Operator Report: Isaac

- Aerators running fine, installing a delayed start up.
- Water Line break. Begin in July. Need Railroad work.
- Purchase a sonic flow meter for the plant or large events. Defered.
- Yearly reports & Mapping. Mark is working on the Collection system.

Billing:

- Abatements -None
- Questions/Correspondence. 1 Correspondence from Mr. Ainsworth.

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

Items not reasonable anticipated by the Chair:

Next Meeting is: June 28th **Adjourned:** 5:40

Approved:

Signature: *Harri Bordrease* Date: 7/12/2023

Signature: *John White* Date: 7/12/23

Signature: Date:

Signature: Date:

This meeting minute is being posted in compliance with Massachusetts Open Meeting Law.