

**Meeting Agenda – Sewer Commission
Northfield Town Hall
69 Main Street, Northfield MA**

August 9, 2023– 4:30 pm - Conference Room First Floor

Commission:	Present	Additional:	Requested:
Chair – Dan Gray (DG)	P	Michel Turner (MT)	P
Tom Walker (TW)	A	Tighe&Bond (T&B)	n/a
Karen Boudreau (KB)	P	Sarah Kerns (SK)	P
Chief - Isaac Golding (IG)	P	Beth Walker	P

Call to order: Dan G 4:33 PM

Review and Approval of Minutes: Signed

Citizen's Communication: None

Business:

- Budget Review – line review of predicted vs. actual spending. Budget looks good according to data of 7/26/2023. Part time salaries, and overtime are over the limit due to excessive rain/flooding. This will even out as the year continues. Less hours needed in the winter.
- Administrative Engineering Consultative hours under consideration – status update.
Eric Lehan – Even Flow Engineering. Eric is an engineer and small business owner from Ashfield. He specializes in Water and Plant Upgrades and Chemical Feed operations. He prefers working with and in smaller communities. His rate is \$125/hour, billed at 75.00/month, Invoiced Quarterly. He can assist smaller communities and commissions with public bidding requirements, compliance questions, etc. The commission is considering a small contract with Eric as we ramp up much larger projects. Eric provided a terms of service agreement document. Eric left the meeting at 4:53.
- Project Task List and Priorities to track operational status of work. Will be reviewed when AMP is turned over to Commission. No vote needed.
- Billing and the Commitment Letter. Presented by Michele Turner. The current billing is \$785.40/2 cycles = 392.10 per Edu.
MT detailed the Sewer Account for Sarah Kerns. Sarah had renovations to her home that changed her EDU from 5 to 3.
Account for 148 Winchester Rd is new for this billing cycle.
Sanda account is in the billing. Same status as last year. No capping or abatement forms.
Michele and Beth poke to the regulations of matching property cards to EDU accounts. Now that the budget has better definition, the next detailed review is property card (software) to Financial Software (Vadar). Sarah's account change was a good example. 4 Units and above are calculated at .75 EDU. She had 5 UNITS So her previous total was. .75 *5 or 3,75 EDU. Below that is calculated at a full 1.0 EDU. Over the next 2 weeks, KB, MT & BW will reconcile every property card to every sewer account. This important review will produce accuracy and equity going forward.
MT will print & send on 8/11. Issue date is 8/18.

BW will be printing the Property Cards, which takes a day.
BW/MT/KB will meet on 8/14 + 8/23 to reconcile all of the data.

- T&B – Asset Management Project update. Review of Current status and possible next steps. T&B is behind. DEP is notified. They are actively involved in helping us move forward and find funding.
- Accounting Firm – Consultative/Oversight hours for large projects and financial oversight. One more attempt with current accountants to see if they can assist with this.
- Easements And Deeds – Article money – Status update. IG.
Easements and deeds - IG, waiting on a Surveyor This will be for the plant property. The plant needs renovation and expansion, and we will need to know exact property lines.
- Mrozak request to hook into Sewer. (Pipe easement Kidder court.) IG
Fletcher Sewer & Drain - located where the pipe exited under the sugar house. DG inquired as to the owners back property line. Rough ideas regarding a back property line Ran to hook into main. 4" runner pipe. Other houses are a possibility. Easements & more research need - Possibly waive Entry Fee for easement approval. No vote needed.
- IG-He and Mark Found 1 more missing manhole.
- Remote Access – Status from IG. Remote Access - in Testing, Pilot install. For Flows, Alarms, HMI, IG will adjust a few alarm pts.
The next steps:
Chlorine Alarm set to on/off and a High/low alarm.
Aerators- soft start on demand. Won't have to drive in for weather Situations.
STILL more to automate based on finances & human resources.
- Capital projects June – November. – Status with Focus on water line replacement. Waiting on FRCOG and Railroad. No vote.
- Account and Collection system demographics. Publish the Account breakdown for public understanding. Working on an updated list. No Vote.
- Status update on Training with NEIWPCC, (New England Interstate Water Pollution Control Commission). No vote.
- Status on Grant Developer (Mallory Sullivan) meeting on 7/20. No vote needed. Additional check ins continue. Waiting on Tighe&Bond.
- Status on DEP communication and Sen. Jo Comerford. Deferred.
- Status of funding meeting with USDA and possible Admin Engineer. 2 zoom meetings were held. This was a very fast turnaround coordinated by Eric Lehan. The Prickett report was presented to the Funding specialist at the USDA. Although DEP felt that the report was comprehensive enough and included an CIP (Capital Improvement Plan), the USDA denied the report for now.

- Training Attended and Upcoming Opportunities.
 - Changing Public Perspective of Plants 7/24
 - Funding and Managing Enterprise Funds 8/9 & 8/10
 - Cyber Security Summit in October.
 - K12 Educational involvement. 8/21
 - NPDES Technical Assistance Webinar: Primary Clarifier Operations 8/24

Billing:

- Commitment letter from Michelle Turner. Details above.
- Abatements
 199 Main St. Discussion on Abatement process & requirements.
 Dan brought up good points that once the apartment is removed, trying to reopen it will require a full building permit inspection and brought up to code. Currently grandfathered in.
 The owner needed to go through the full process but did not. Motion to Deny

Motion by KB: 2nd DG - Approved All
- Questions/Correspondence/Applications
 Applications – 4 Star Brewery, Northfield Mountain Rec Center. Neither is within the Collection system.
 No impact, no review.

Operator Report: Isaac Golding

- **Status only** – no discussion/deliberations
- **Status with discussion/deliberation-** Known before the meeting.
 Train Mark on lab testing.- all ok
 Remote access. – see above
 Easement clearing.- see above
 Kidder Court/Mrozaks see above
 Water line - see above
- **Items not reasonably anticipated by the Chief Operator:**
 The plant is severely aged and under a Consent order. Regularly emergencies occur between posting of the agenda and the meeting.

Items not reasonably anticipated by the Chair/Commission:

Next Meeting is: 8/22

Adjourned: 6:13 PM

Approved:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: *Donna Paudrean* Date: 9/13/23

Signature: *Don Gray* Date: 9/13/23

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