

Meeting Minutes – Sewer Commission
Northfield Town Hall
69 Main Street, Northfield MA
Dec 27, 2023– 4:30 pm - Conference Room First Floor

Commission:	Present		Additional:	Requested:
Chair – Dan Gray (DG)	A			
Tom Walker (TW)	P		Michele Turner (MT)	n/a
Karen Boudreau (KB)	P		Zach Chornyak – T&B	P
Chief - Isaac Golding (IG)	P			

Call to order:

Review and Approval of Minutes:

Citizen's Communication:

Business:

- Abatement Vote required, 90 East St. by KB
 - Second vote to add to minutes. Paperwork was misplaced.

Motion to Approve Abatement as is: Karen Boudreau, 2nd by Tom Walker, All approved.

- Water Line Update and Railroad by TW and KB. No update due to holidays and family emergency with Contractor. Isaac sent the required Map pictures. Isaac and Karen will connect with Contractor after holiday weekend. No vote needed.
- New Bakery in Town, IGA building. To open in the near future. Update only. No vote needed.
- Budget Review, as of 12/27/2023. The Budget is tight for this year, but looking a little better than Oct and November
- Mallory Sullivan resignation and impact on the Sewer Dept.
 - Grants – MVP possibility. Mallory submitted an Expression of Interest for the Mill St Siphon analysis consent order task. The second possible project was to include the Dickinson Swamp Sewer 'something' for an expression of interest. It turned into a crunched timeline and email ping pong. There was not a plan or any details to get this included and off the ground. It was removed as a possibility for MVP expression of interest. Status only, no vote.
- Special Town Meeting (STM) – January 2024
 - Expand Commission to 5 members – Background from KB. Expansion must first go before the State Sen and Reps. SC wants the expansion as on ballot and voted in May if possible. Karen is working with Andrea who provided the wording.

Motion to Expand: Karen Boudreau, 2nd by Tom Walker, All approved.

- 2 New positions, Asst Super and Office Coordinator. Update on Student internship.
- STM Determine Projects to use Ent Funds for Engineering: What projects will we do? Per the Town Admin, we can request 2 article amounts and then assign the project decision. Zach Chornyak joined us to discuss his thoughts on moving forward with the upgrade projects. See details below.
 - Highland Ave Project – Sewer Department improvements coupled with Highway Dept Sidewalk & Culvert project, satisfies part of the Consent order. Weston&Sampson provided a quote to be the Engineer on site for this project.
 - Dickinson Swamp Sewer Consent order project.

- Main St Extension project.
- Asset Mgmt Plan 2.0 – Analysis for plant upgrade costs.
- SC vote to allocate Ent Fund of \$50,000 for Engineering needs - SRF August grant potential.
- SC vote to allocate Ent Fund of \$50,000 for Engineering needs - grant potential.

Motion to request 2 articles for Engineering with one Article specific to Highland Project:

Karen Boudreau, 2nd by Tom Walker, All approved.

- FY25 Budget– submitted Budget sheet and locked down screen shot of FY25 budget.
 - Hiring full time Asst chief operator, part time office coordinator, Surveying and easement clearing, CCTV line item.
 - Accountants – FY24 Rate Adjustment update, Dept of Revenue Question/Answer.
 - End of year records review with Treasurer – Jan 5th with Michele.
- The Catch-up rate billing cycle is slated to go out on 1/12/2024 for 59.86 per edu and \$500.00 per flat fee. Karen and Michele will spend time on Friday the 5th reconciling all edu accounts and the catch-up billing cycle. Commitment letter vote will be at the next Sewer meeting. Update only no vote needed in this meeting.
- Accounting team update: Update only, no vote needed.
 - Working with Pete up front in the process, Schedule A information/training, Free cash Certification process information/training, updated Rate letters, updated Commitment letters, Ent Fund balance schedule A \$72,916.
 - Next steps with Beth Walker/Assessors office.
 - Easements And Deeds, Plant– Article money – Status update from Isaac.
 - Daniel from the Surveying firm was on site on 12/22/2023. No vote needed.
 - DEP communication. Water TA funding, weekly status report. Every Friday Deputy Chief Matt Sokop is provided a weekly status report of tasks complete and status of work. We are waiting to hear back from the WaterTA submission.
 - Chlorine door replacement – Met with Charles Abbott on site. He took measurements and will send us a quote.
 - Conversation with Zach – STM projects and moving forward. Per Zach: The Plant is the biggest problem. The Consent order includes the Plant upgrades. According to Isaac we cannot have both. Karen brought up the CIP questions of 1. Trying to detail the big number of the plant, spend the money on another report, that ages out in 5 years. Zach reiterated that the DEP wants to see progress. We have been providing that and recognize that we need to do more. Isaac will talk with Matt. We can't do all because of 1 staff person and limited rate payers. Isaac will discuss Matt wanting to see the Collection System first. Zachs suggestion: Here's what we can do: Throw everything at it. Scale it way back, Siphon inspection, budget for that, Dickinson st analysis provide flow monitoring and Manhole rehab. Pick away at items. Next steps, we should meet with Matt to go over this strategy. USDA funding. Northfield Median income is over the threshold. Look for minimal improvement at the plant. Set up a meeting with Zach, us and DEP either remotely or on site in Springfield. Can we get \$\$\$ from MassWorks grants. That would be up to Andrea. We could possibly get 1 bid for both projects. T&B could do the bid. Zach – the one unknown is the plant. Next steps: Arrange a meeting with Matt, Draft Scope of the upgrades, Draft agenda of the conversation with Matt.

Billing:

- Abatements - none
- Questions/Correspondence/Applications

Operator Report: Isaac Golding

- **Status only** – no discussion/deliberations
- **Status with discussion/deliberation-** Known before the meeting.
Main St south to Lorita Lane - Isaac and Karen
- **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 Agenda: see above.

Motion to Adjourn: Karen Boudreau, 2nd Tom Walker, all approved.

Next Meeting Date: 1/10/2024 4:30 **Adjourned:** 6:32 pm

Approved:

Signature: Karen Boudreau Date: 1/17/24

Signature: Tom Walker Date: 1/17/24

Signature: _____ Date: _____

Signature: _____ Date: _____

This is posted in compliance with Massachusetts Open Meeting Law.