

**Meeting Minutes – Sewer Commission**  
**Northfield Town Hall**  
**69 Main Street, Northfield MA**  
**Jan 10, 2024– 4:30 pm - Conference Room First Floor**

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

**Call to order:**                    **Cancelled – no quorum**

**Review and Approval of Minutes:**

**Citizen's Communication:**

**Business:**

- Water Line Update and Railroad by TW and KB
- New Bakery in Town, IGA building. To open in the near future.
- FY 24 Budget Review, as of 01/10/2024.
- FY25 Budget– needs a new vote and resubmit to Finance Committee.
  - The Sewer Dept/Comm did not receive the FY25 Salary (Grade/Step) Worksheet until 1/2/2024. This causes us to adjust the Wages portion of the FY25 proposed budget that we previously submitted to the Finance Committee. The previous submission is null and void. For the record, the following items are budget requirements to be completed before the budgets can be submitted as accurate and ready for review.
    - Enterprise Fund Certification completed with the Dept of Revenue by Towns accounting firm.
    - COLA percentage to be determined by the Select Board.
    - Grade/Step Worksheet Classification determined by the Select Board.
- Grants – MVP possibility. Mallory submitted an Expression of Interest for the Mill St Siphon analysis consent order task. Status only, no vote.
- Special Town Meeting (STM) – January 24, 2024
  - Expand Commission to 5 members – Background from KB.
  - Review of 1/9/2024 Select Board appearance.
  - 2 New positions, Asst Super and Office Coordinator. Update on Student internship.
- Special Town Meeting (STM) Determine Projects to use Ent Funds for Engineering:
  - Highland Ave Project – Sewer Department improvements coupled with Highway Dept Sidewalk & Culvert project, satisfies part of the Consent order. The Sewer Dept is reviewing quotes.
  - Dickinson Swamp Sewer Consent order project - possible
  - Main St Extension project. – possible.
  - 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.
  - 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.
- Accounting team update:
  - Working with Pete (accountant) up front in the process, Schedule A information/training, Free cash Certification process information/training, updated Rate letters, updated Commitment letters, account line-item review of all operational line items, Ent Fund balance schedule A \$72,916 amount from 2019-2020 is suspect.
  - Next steps with Beth Walker/Assessors office.
  - Deep dive and trending into all operational account details from the past 3 years. Data from FY22 and before is fluid and needs Sewer Comm deliberation.
- Easements And Deeds, Plant– Article money – Status update from Isaac.
- DEP communication. Water TA funding, weekly status report.
- End of year records review with Treasurer – Jan 5<sup>th</sup> with Michele.
- Chlorine door replacement – update.

#### **Billing:**

- Abatements
- 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:**

**Next Meeting Date:**

**Adjourned:**

This is posted in compliance with Massachusetts Open Meeting Law.