

**Meeting Minutes – Sewer Commission
February 16th, 2022 5 pm
Northfield Town Hall
69 Main Street, Northfield MA
Conference Room First Floor**

Attendees:

Dan Gray(DG), Karen Boudreau(KB), Tom Walker(TW), Isaac Golding(IG), Steve Wiggins(SW).

Call to Order: Dan Gray, 5 pm

Review and Approval of Minutes:

- Minutes of 2/9/2022

Citizen's Concerns:

Meeting with Dan 2/11 details. DG, SW, and IG.

- Status of house usage and clogging. SW – Family moved in, and clogs began from prior renovation work.
- Pipe from house to road status.
 - TAC/SW replaced the Clay pipe from the house to road. TAC installed a clean out on the lawn near the corner of Highland and Pine.
- Pipe from road to manhole status.
 - The clog occurs from the corner of the lawn to the Pine St manhole. There was full flow for about 30 seconds after the clog seemed to let go. The Commissions camera stops at about the mailbox. Fletcher Drains also sent videos to Isaac.
- Next steps and details.
 - The Commission will supply the pipe and additional manhole.
 - Estimated costs:
 - 300 feet of pipe is approx.\$10.00/foot.
 - Isaac will obtain estimates to cost out the pipe and the manhole, and a materials delivery date.
 - TW – Underground or Washburn should get costs for Isaac.
 - Isaac will notify the Water District.
 - Isaac will determine how to add the manhole on the house side of the road.
 - Isaac will verify the work with the DEP.
 - Karen will locate the blueprints from the Town Admin.
 - 4/15 or earlier - TAC/SW will handle the digging. Estimated dig time is 3 days.
 - 4/15 the black top pit opens.
 - The estimated project completion will be in about 10 weeks.
 - The goal is to have this completed by 4/30 or sooner, depending on material delivery dates and frost lines.
 - SW accepted the date.
- Estimated dig date, fix date. See above.

Business:

- Glenwood Ave project
 - TW – determining process, scope, and sequence to move forward.
 - Comm. needs to reach out to other contractors.
 - TW – will contact ENWC/MH.
 - Manholes and some of the pipes are already paid for. Ordered from Underground Supply.
 - IG - will call other contractors and obtain more pricing.
 - IG – we need to determine if there should be an engineering plan for this upcoming work.
- Hiring a second person, posting, requirements, next steps.
 - The process overviews
 - Screening committee options
 - Review and repost the position
 - Deferred until next meeting. IG will talk to Sam Stevens to pick up some weekend shifts.
 - Motion by DG to have Sam take some weekend shifts. Seconded by KB, Vote DG & KB yeah. TW abstained due to family relationship with Sam.
- Treatment Plant insurance contract – Per the Town Administrator, “The Insurance is MIIA – through the Town. The Sewer properties are listed on our schedule.”
- FY2023 budget
 - Review of proposed numbers.
 - Ready to present to Fin Comm. 2/28 7:30 pm meeting. IG, DG, TW, KB. These meetings are held via Zoom.
 - Per the Town Admin: “The link will also be posted on the website on the Calendar under the FinCom meeting once it is posted (as that is when we assign their zoom time) – which will be sometime next week.”
- Tighe & Bond review and status.
 - Draft of Bylaws review.
 - Under further review. To be worked on in next SC meeting.
 - TW suggested letters to Contractors stating any construction on or surrounding the sewer lines, require a letter to the plant first.
 - T&B review of changes to the Owner’s Manual.
 - Deferred until next meeting.
 - Bids went out last Thursday 2/10/2022 with a due date of March 11th, 2022 to FRCOG.

Operator Reports:

- Rainstorm impact. N/A

Billing: N/A

Abatelements: N/A

Capital Projects: N/A

Project Updates / Next Steps: N/A

Items not reasonably anticipated by the Chair: N/A

Adjourned: 6:01 PM

Motion by DG. Seconded by KB. All in favor.

Approved:

Signature: Karen Doudreau

Date: 2-24-2022

Signature: [Signature]

Date: 2-24-22

Signature: _____

Date:

Signature: _____

Date:

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