

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

Nov 16th, 2022 – 4:30 pm - Conference Room First Floor

Call to Order/Attendees: Chair – Dan Gray (DG), Tom Walker (TW), Karen Boudreau (KB), Chief Operator - Isaac Golding (IG), Michele Turner (MT) (when requested)

Review and Approval of Minutes:

Citizen's Concerns:

Business:

- Large Event Permit Process and infrastructure.
- Setting the Budget/Rates – due date January meeting.
- T&B – Asset Mgmt Project.
- T&B zoom into 4 meetings per year?
- Open Positions: Full time, Part time, and Maintenance Positions.
- Bylaws Update:
- Entering Executive Session procedures.
- ARPA funds update.
- Technical data survey update.
- Capital projects January – May. Capital projects June – November.
- Tree-fiftieth project. Planting trees around town.
- Account demographics and breakout.
- Billing and usage fees: EDU vs Usage.
- Land use room and plant deed.



Operator Report: Isaac

- Sanda Capping. Call Julia 10/19 kb. Remind Steve to cap. Isaac must witness the capping.
- Dickinson St Trail sign move?
- Yearly reports

Billing:

- **Abatements?**
- Questions/Correspondence.
- Setting 2024 rates and Flat Rates. What to do?
- Billing statistics to date from Michele Turner.
- \$27 demand fee for late/delinquent payments. 9/3/2020 meeting.
- Abatement activity sheet and copy of Abatement forms/letters.

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

Items not reasonably anticipated by the Chair:

Next Meeting is:

Adjourned:

This meeting agenda is being posted in compliance with Massachusetts Open Meeting Law. The agenda may change to reflect unforeseen business. Order of items may change as needed.