

**Meeting Agenda – Sewer Commission**  
**Northfield Town Hall**  
**69 Main Street, Northfield MA**  
**Dec 7th – 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 is 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.
- Account demographics and breakout.
- Accounting firm update.
- Billing and usage fees: EDU vs Usage.
- Land use room and plant deed.



**Operator Report: Isaac**

- Aerators
- Water Line break
- Dickinson St Trail sign move, Yearly reports, Mapping.

**Billing:**

- **Abatements?**
- Questions/Correspondence.
- Setting 2024 rates and Flat Rates. Review all accounts.
- 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.