

**Meeting Agenda – Sewer Commission
Northfield Town Hall
69 Main Street, Northfield MA
Jan 17, 2024– 4:30 pm - Conference Room First Floor**

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

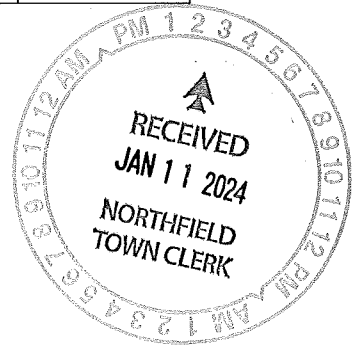
Call to order:

Review and Approval of Minutes:

Citizen’s Communication:

Business:

- Water Line Update and Railroad by TW and KB
- FY 24 Budget Review, as of 01/10/2024.
- FY24 Rate Adjustment update. Vote to approved and send is needed.
- End of year records review with Treasurer – Jan 5th with Michele.
- 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.
 - Indirect rate amounts.
 - Grade/Step Worksheet Classification determined by the Select Board.
- Accounting team update:
 - Nice email from Pete reaffirming our strategy on budgeting.
“Start with realistic revenue projection and budget expenses at less, beginning with known fixed costs and salaries and end with discretionary. Surplus of revenue over expense will build your fund balance. Fund balance appropriations should be for 1 time expenses of a capital or emergency nature.”
 - 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.



- 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. Speak to Orenco Company. –possible.
 - Asset Mgmt Plan 2.0 – Analysis for plant upgrade costs. – possible.
 - 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.
- 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 5th 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: