

**Meeting Agenda – Sewer Commission**  
**Northfield Town Hall**  
**69 Main Street, Northfield MA**  
**Dec 27, 2023– 4:30 pm - Conference Room First Floor**

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

**Call to order:**

**Review and Approval of Minutes:**

**Citizen’s Communication:**

**Business:**

- Abatement Vote required, 90 East St. by KB
- Water Line Update and Railroad by TW and KB
- New Bakery in Town, IGA building. To open in the near future.
- Budget Review, as of 12/27/2023.
- Mallory Sullivan resignation and impact on the Sewer Dept.
  - Grants – MVP possibility. Mallory submitted an Expression of Interest for the Mill St Siphon analysis consent order task. The second possible project was to include the Dickinson Swamp Sewer 'something' for an expression of interest. It turned into a crunched timeline and email ping pong. There was not a plan or any details to get this included and off the ground. It was removed as a possibility for MVP expression of interest. Status only, no vote.
- Special Town Meeting (STM) – January 2024
  - Expand Commission to 5 members – Background from KB. Vote to Expand by SC.
  - 2 New positions, Asst Super and Office Coordinator. Update on Student internship.
- STM Determine Projects to use Ent Funds for Engineering: What projects will we do?
  - Highland Ave Project – Sewer Department improvements coupled with Highway Dept Sidewalk & Culvert project, satisfies part of the Consent order. Weston&Sampson provided a quote to be the Engineer on site for this project.
  - Dickinson Swamp Sewer Consent order project.
  - Main St Extension project.
  - 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.
- FY25 Budget– submitted Budget sheet and locked down screen shot of FY25 budget.
  - 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 up front in the process, Schedule A information/training, Free cash Certification process information/training, updated Rate letters, updated Commitment letters, Ent Fund balance schedule A \$72,916.
  - Next steps with Beth Walker/Assessors office.
- 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 – Met with Charles Abbott on site. He took measurements and will send us a quote.

**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.