

Meeting Agenda – Sewer Commission
March 10th, 2022 - 5 pm
Northfield Town Hall
69 Main Street, Northfield MA
Conference Room First Floor



Call to Order:

Review and Approval of Minutes:

- Minutes of 2/24/2022 meeting.

Citizen's Concerns:

Business:

Budget:

- Update on 2/28 Fin Comm zoom meeting.
- Future Budgeting for Indirect Expenses.

Answering final Budget questions to/from the Town Admin.

- On Friday, 2/25, Andrea and I spent easily 7 hours documenting and email exchanges on the budget. We both need to cut down this time frame and straighten the process. I invited her to the next SC meeting for the first 15 minutes to shorten the timeline.

Set April meeting dates back to Wednesdays.

New Hire: Full time.

- The posting end date is 3/21. Acceptance of cover sheet and job description by Commissioners. KB to send to TA for posting. Post the position and plan for full time. We will have the option to reduce to part-time if we need to repost or change or change the opening.
- Can we get Sam to cover some days in May?

Tighe & Bond review and status.

- Draft of Bylaws review
 - See the mocked up (yellow highlighter) version.
- T&B review of changes to the Owner's Manual.

Demographic Stats meeting with Michelle Turner.

Operator Report:

Produced by Isaac. Additional details are published in the Minutes.

Abatements:

The bills are ready to go out. Let's do a quick review of the PDF on the Website. The outcome of an Abatement produces a monetary impact.

- Should Citizens filing an abatement should also appear before the SC under citizen's concerns as a second follow through that their forms are processed? With EDU are abatements still necessary?
- Follow up in subsequent meetings?

Billing:

Bills are anticipated to go out on 3/3/2022. Any known issues?

Capital Projects:

Current Project Update / Next Steps:

- Update on Highland Ave/TAC Project.
- Update on Glenwood Ave Project.
- Update on Cost estimates and material delivery dates.
- New Project Plans.

Items not reasonably anticipated by the Chair:

Adjourned:

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