

Meeting Minutes – Sewer Commission

Northfield Town Hall

69 Main Street, Northfield MA

March 20, 2024– 4:30 pm - Conference Room First Floor

Commission:	Present		Additional:	Requested:
Chair – Dan Gray (DG)	A			
Tom Walker (TW)	P		Michele Turner (MT)	P
Karen Boudreau (KB)	P		Bernard Boudreau 4:50 pm	Observer
Chief - Isaac Golding (IG)	P			

Call to order: 4:30 PM TW

Review and Approval of Minutes: Motion to approve minutes by KB, 2nd TW, All approved.

Citizen's Communication: None

Business:

- FY24 Budget Review, as of 3/20/24. We are 74% though the year and 63% through the budget. Isaac and Tom discussed the line items for Sewer parts and Chemicals. KB is working with Erin Degnan on 3/29/24 to explore the past 2 years of expenses for 10 budget line items. The commission and Chief are analyzing the trends to improve budget reporting.
 - **Motion to accept the budget as reported, Motion by KB, 2nd by Tw, All approved.**
- Reorganization. Chair re-org and potential 2 seat expansion. Tom does not have time to take on the Chair. Tom covered a conversation with the Town Admin on Tuesday, 3/19. The Chair sets the agenda, but KB has regularly sent the agenda in. The Town Admin recommends that we reorganize so that agenda submission is from the Chair. KB volunteered to be the Chair through the May election.
 - **Motion to vote KB as the Chair through the May election by TW, 2nd by KB, All approved.**
- Commitment Letter. Utility report update. Records reconciliation with Michele. Michele presented the details on 4 accounts. According to changes and abatements below, the Spring 2024 Billing Cycle Commitment letter is \$191,965.12 per Michele Turner.
 - **Motion to accept the Commitment Letter by TW, 2nd by KB, All Approved.**
- 36 Pine. The property was changed from 2.0 EDU to 1.0 EDU after a sale. Proper documentation defended the Abatement request.
 - **Motion to Approve the Abatement by TW, 2nd by KB, All Approved.**
- Green Pastures. The property was changed from 1.75 EDU to 1.0. An apartment was closed and removed. The building permit documented the property change.
 - **Motion to Approve the Abatement by TW, 2nd by KB, All Approved.**
- Crane Cottage. Currently it is in the utility report as 2.8 EDU. Assessors walked the property. The property and billing adjustment was brought to our attention by the Assessors. They determined that the property is 5 apartments and 8 En suites which = 5.35 EDU.
 - **Motion to adjust the property change for the spring billing, TW, 2nd by KB, All approved.**
- 1 Parker Ave. Funeral home. Classification is 2.0 and will be changed from 1.0 to 2.0 with other July upgrades to the EDU Classification chart.
 - **Motion to adjust EDU chart and billing as of July 1, 2024, by TW, 2nd by KB, All approved.**

- Water Line Update and Railroad - TW and KB. There are 3 parts to this project.
 1. Plans from ArcEnergy and application to Genessee.
 2. Boring/Ramming under the tracks. Goes out to bid.
 3. Water line replacement to the plant. Goes out to bid.
 - Next Steps:
 - ArcEnergy has provided the plans. They submitted the plans and application to Genessee (railroad). Genessee will approve or deny the plans.
 - KB to call Marty, end date if plans don't change.
 - KB to call FRCOG to go out to bid.
- Highland Ave Update – TW & IG
 - Weston&Sampson are working on the engineering plans. Isaac will email W&S to see when they anticipate an end date. Possibly April 30, 2024.
- Grants – MVP funding possibility. Expression of Interest for the Mill St Siphon analysis consent order task. This grant is tied to the impact from climate change. The original submission did not address how climate change caused this problem. Tom brought up the change in Mill brook flow to raging more often and bank erosion/destabilization. Isaac suggested changing the project location to the Golf course area. No vote needed.
 - Next Steps are to address local area rainfall over several years, current bank erosion and delta proximity to the Connecticut River.
- Quinn Research into Free sewer claims. A timeline is established by the Sewer Commission. Continue to send him bills. Document review needs to occur with the Town Admin and Towns Attorney. KB to arrange time with the Town Admin and Town Counsel to review findings.
 - **Motion to review with Counsel by TW, 2nd by KB, All approved.**
- EDU to Metered status. Need to kick this off. No vote needed.
- Consent Order Revision status. Check with Matt (DEP) before each Commission meeting. DEP does not have a status change at this time per Matt. No vote needed.
- Easements And Deeds, Plant– Article money – Status update from Isaac.
 - Isaac spoke with Deb (Easement Researcher). She quoted Isaac \$2000.00 to process all of the easement research. We have to close out FY24 first. Possible to encumber funds in June. Isaac will ask for the scope of services before we decide. No vote needed.
- DEP communication. Weekly Status Report. I submit the usual weekly status report to DEP. What we accomplished, what is on the horizon, and any questions that we might have. No vote needed.
- Chlorine door replacement – update. KB to get a firm date from Charlie. No vote needed.
- Bylaw updates for this summer. Discussion. As we firm up the budget details and process, changes to the bylaws are needed for billing parameters. What is an aged account? When does it become aged? What are the steps for collections vs liens? Other methods to pay the bill. Required account reconciliation by the Commission and Treasurer. These topics will be new to the by laws and require more research. No vote needed.

Billing:

- Abatements – Michele's updates. See above.
- Questions/Correspondence/Applications

Next Meeting Agenda: Same as above.

Next Meeting Date: **Tuesday, April 16th, 2024,** 4:30

Adjourned: 5:54 pm. Motion to Adjourn by TW, 2nd by KB, All approved.

Approved:

Next ^{Signature} Signature: *John Bondman* Date: 4/16/24

Signature: *Thomas White* Date: 4/16/24

Signature: _____ Date: _____

Next ^{Signature} Signature: _____ Date: _____

Next ^{Signature}

This is posted in compliance with Massachusetts Open Meeting Law.

Next ^{Signature}