

Sewer Commission Meeting Minutes

Meeting Date: Thursday, January 15, 2025 @ 4:00 pm

Shelburne Town Hall

51 Bridge St., Shelburne, MA 01370

Minutes Distributed: Friday, January 23, 2026

Attendees:

Andrew Baker / Shelburne Sewer Commissioner

Matthew Larrabee / Shelburne Sewer Commissioner

Mary Ann Dalton / Shelburne Sewer Commissioner

Heidi Corona / Shelburne Sewer Commission Administrator / Clerk

1. Call to Order

Minutes: Andrew Baker call the meeting to order at 4:10pm.

2. Review and Acceptance of Previous Meeting Minutes (If Applicable / Time Permitting)

- a) Review and, if time permits, acceptance of December 2025 Meeting Minutes

Minutes: December 2025 Meeting Minutes were accepted. **Post Meeting Note:** Heidi posted accepted Meeting Minutes on the Town website.

3. Appointments:

No Appointments.

4. Old Business: (Time Permitting)

- a) Grant writing / Terry Walker / OneStop Grant Expression of Interest Open – January 24, 2025 & Closes – March 26, 2025

Minutes: The Commissioners agreed to have Heidi Corona pursue a grant via OneStop for the Deerfield Ave Pump Station upgrade project. Heidi will be attending an information session on January 28, 2026. The Commission is seeking out grant guidance support from RCAP. **Post Meeting Note:** Heidi confirmed with Terry Narkewicz that no further authorization from the Town is required.

- b) Intermunicipal Truck Agreement / Cara – Buckland's Treasurer will be sending an invoice.

Minutes: Pending receipt.

- c) Follow up / Sewer Enterprise Fund Certification of Funds \$163,654.00. Heidi is in contact with Pam regarding the next joint meeting.

Minutes: The Commission discussed dates to present to Buckland. Heidi to present those dates and coordinate.

- d) Sewer Adjustments: David DeLorenzo & Justin Bourbeau – Adjustment to be signed by Commissioners.

Minutes: Adjustments were signed and hard copy was given to Shelburne Treasurer.

- e) Review current billing for FY26. Discuss and determine FY26 sewer rate. – Commitment to be signed by Commissioners.

Minutes: The Commissioners signed the Commitment. The executed copy was given to Shelburne Treasurer.

- f) Sewer abatement process and procedure. – Process and Procedure to be reviewed.

Minutes: Heidi distributed a suggested process and procedure for a basis for discussion. Commissioners to review over the next month and comment at next meeting in February.

- g) Sewer Capital Repairs: \$46,250 - Article 32 / May 6, 2025 Meeting

- Clarifier wall repair
- Crawler cam – Per Buckland, on hold, researching proper camera.
- Truck replacement
- New item per recent joint meeting: Stair repair / replacement – deteriorated
- Heidi is coordinating a meeting with Tim / WWTP Chief Operator.

Minutes: Commission reviewed the capital repairs. Further review to take place during WWTF site visit. Heidi to coordinate.

- h) RCAP – Grant writing & loan services

Minutes: Commissioners discussed some of the services RCAP provides, including grant writing support services for municipalities. Heidi is coordinating a meeting or conference call with Andrew Evans.

5. **New Business:** (Time Permitting)

- a) Welcome and Recognition of Newly Appointed Commissioner, Mary Ann Dalton

Minutes: Congratulations Mary Ann!! We are delighted to have you join the Shelburne Sewer Commission.

- b) Weston & Sampson update / Design drawings in progress.

Minutes: The Commission discussed the design phase Weston & Sampson is currently in and confirmed the preliminary design phase agreement \$121,000. Next invoice is expected end of March 2026 with a set of draft design documents. The Commission also discussed the benefits of having Weston & Sampson perform the competitive bid phase as well as Construction Administration as it pertains to engineering and construction compliance.

- c) Budget Meetings Updates

- Dara / Shelburne Accountant

Minutes: Meeting coordination in progress. Likely best day will be Thursdays, at 4pm. Date to be confirmed.

- Buckland Joint Meeting / New Accountant TBD (scheduling in progress)

Minutes: Coordination in progress, date to be confirmed.

- d) WWTP Chief Operator Meeting (Scheduling in progress)

Minutes: Coordination in progress. Date to be confirmed.

Meeting limited to M-F 9am -3pm, as the Chief Operator leaves at 4pm.

e) New Business Added During Meeting:

Minutes: Andrew Baker motioned for Matthew Larrabee to assume the role of Chair for the Commission. The motioned was seconded by Mary Ann Dalton.

6. **Any Other Business:** *(Time sensitive topics not reasonably anticipated 48 hours in advance of the meeting)*
a) Schedule next meeting / Feb 2026?

Minutes: Next Meeting TBD, pending joint Buckland meeting and WWTF site visit.

7. **Correspondence:**

8. **Public Comment:** *(at the discretion of the Commissioners as time allows. Time may be limited)*

9. **Adjournment:**