

Sewer Commission Meeting Minutes

Thursday, February 19, 2026 @ 4:00 pm

Shelburne Town Hall

51 Bridge St., Shelburne, MA 01370

Meeting Minutes Distributed: March 3, 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

Andrew Evans / RCAP Solutions / 3pm Meeting

1. **Call to Order**
2. **Review and Acceptance of Previous Meeting Minutes (If Applicable / Time Permitting)**

- a) Review and, if time permits, acceptance of January 2026 Meeting Minutes

Minutes: Matt Larrabee motioned to approved Jan 2026 Meeting Minutes. Andrew Baker and Mary Ann Dalton seconded the motion. Passed 3-0.

3. **Appointments;**

No appointments

Minutes: No appointments during Sewer Commission Meeting.

Minutes: Sewer Commissioners agreed to include meeting minutes from 3pm meeting with Andrew Evans, of RCAP Solutions, with these minutes, under "Appointments."

- a) Matt Larrabee opening the meeting at 3:03pm.
- b) Andrew Evens informed us that he is a Grade 7 Waste Water Treatment Operator and Inspector and elaborated on the services that RCAP Solutions provides. He confirmed that RCAP can assist the Town of Shelburne with grant support for Construction of the Deerfield Ave Pump Station.
- c) The Sewer Commission informed Andrew (RCAP) of the current status of the Assessment and Design Grant.
- d) The Sewer Commission confirmed an Expression of Interest had been submitted and reviewed the feedback with Andrew (RCAP)
- e) Sewer Commission discussed having only one pump operational and will explore a potential repair to existing if possible at upcoming joint meeting, as commencement of the pump station upgrades will not begin until at least 2027.
- f) Andrew (RCAP) confirmed RCAP Solutions are completely free, however, noted that a signed agreement would be required for RCAP to proceed with support.

- g) Matt Larrabee motioned to engage RCAP Solutions to support the Sewer Commission and The Town of Shelburne during the Construction Grant process with One Stop. Andrew Baker and Mary Ann Dalton seconded the motioned. Passed 3-0.

.4. **Old Business:** (Time Permitting)

- a) Grant writing / One Stop Grant Expression of Interest Open – January 24, 2025 & Closes – March 26, 2026. Review of submitted expression of interest. Applications must be submitted May 4, 2026 - June 3, 2026. Application sample templates available for review.

Minutes: The Sewer Commission briefly revisited and acknowledged application submission dates.

- b) Intermunicipal Truck Agreement / Cara – Buckland’s Treasurer will be sending an invoice. Still open, pending receipt of invoice.

Minutes: Pending receipt. Monthly invoice to be discussed at upcoming joint meeting.

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

Minutes: Post Meeting Note: Joint meeting confirming for March 17th at 5pm.

- d) Sewer abatement process and procedure. – Process and Procedure under review.

Minutes: The Commission reviewed the suggested procedure draft, shared feedback and suggested edits. Heidi to revise and resubmit.

- e) Sewer Capital Repairs: \$46,250 - Article 32 / May 6, 2025 Meeting / Keeping on agenda until WWTF site visit is complete.

Minutes: Heidi and Mary Ann to coordinate WWTP site visit. Matt and Andrew have visited the plant already. Below items to be discussed at upcoming joint meeting with Buckland.

- 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.

- f) RCAP – Grant writing & loan services. Follow up from 3pm meeting on 2/19/26 with Andrew Evans/ RCAP Solutions.

Minutes: See above notes from 3pm meeting with Andrew Evans of RCAP.

- g) Weston & Sampson update / Design drawings in progress. Draft set expected end of March. Recent invoice was reduced to reflect revised contract value.

Minutes: Sewer Commission discussed status and upcoming draft set of design documents.

- h) Budget Meetings Updates

Minutes: Meeting with Dara to be scheduled after joint meeting. Buckland joint meeting scheduled for March 17th at 5pm. Quarterly meeting to be requested at Buckland joint meeting.

- Dara / Shelburne Accountant – TBD (scheduling in progress)
 - Buckland Joint Meeting / New Accountant TBD (scheduling in progress)
 - WWTP Chief Operator Meeting TBD (Scheduling in progress)
5. **New Business:** (Time Permitting)
- a) Commissioner signing of new commitment letter.
Minutes: Commissioners signed commitment letter
- b) Discussion regarding Sewer Commission Policy & Procedure and Deliverables
Minutes: Heidi is documenting notes for development of Sewer Commission policy and procedures. This document will be fluid and continue to develop over time. Commissioners are welcome to suggest new policies or improvements to existing.
6. **Any Other Business:** *(Time sensitive topics not reasonably anticipated 48 hours in advance of the meeting)*
- a) Schedule next meeting / March 2026?
Minutes: Sewer Commission discussed Thur, April 2nd at 4pm, pending, joint meeting confirmation. Now that joint meeting is confirmed for March 17th, Sewer Commission can proceed with confirmation.
- b) Shelburne Town Meeting: Agenda item added after agenda was issued.
Minutes: Andrew Baker highlighted the Shelburne Town Meeting on May 5th at 6:30. Supporting information for warrant articles to be confirmed in preparation for meeting.
- c) Sewer adjustment request: Patrick Shea 9 Pleasant St. For the period of 8/31/25 - 12/31/25 – \$53.97.
Minutes: Matt Larrabee motioned to approved adjustment request. Andrew Baker and Mary Ann Dalton seconded the motion. Passed 3-0.
7. **Correspondence:**
8. **Public Comment:** *(at the discretion of the Commissioners as time allows. Time may be limited)*
9. **Adjournment:**
Minutes: Matt Larrabee adjourned the meeting at 5:45pm. Andrew Baker and Mary Ann Dalton seconded the motion.