

# **Sewer Commission**

Thursday, February 19, 2025 @ 4:00 pm  
Shelburne Town Hall  
51 Bridge St., Shelburne, MA 01370

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 2025 Meeting Minutes
3. **Appointments:**

No Appointments.
4. **Old Business: (Time Permitting)**
  - a) Grant writing / OneStop Grant Expression of Interest Open – January 24, 2025 & Closes – March 26, 2025. Review of submitted expression of interest. Applications must be submitted May 4, 2026 - June 3, 2026. Application sample templates available for review.
  - b) Intermunicipal Truck Agreement / Cara – Buckland's Treasurer will be sending an invoice. Still open, pending receipt of invoice.
  - 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.
  - d) Sewer abatement process and procedure. – Process and Procedure under review.
  - e) Sewer Capital Repairs: \$46,250 - Article 32 / May 6, 2025 Meeting / Keeping on agenda until WWTF site visit is complete.
    - 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.
  - g) Weston & Sampson update / Design drawings in progress. Draft set expected end of March. Recent invoice was reduced to reflect revised contract value.
  - h) Budget Meetings Updates
    - 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.
  - b) Discussion regarding Sewer Commission Policy & Procedure and Deliverables
6. **Any Other Business:** (*Time sensitive topics not reasonably anticipated 48 hours in advance of the meeting*)
  - a) Schedule next meeting / March 2026?
7. **Correspondence:**
8. **Public Comment:** (*at the discretion of the Commissioners as time allows. Time may be limited*)
9. **Adjournment:**