

# Shelburne Sewer Commission

## Meeting Agenda

Wednesday, July 1st, 2025 @ 4:30 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)**
3. **Appointments:**

Weston & Sampson (joining via Zoom), Tim Schramel / WWTF Chief Operator, and Dan Fleurial / Prior WWTF Chief Operator (joining in person):

  - a) To discuss a system suggestions by Dan Fleurial.
  - b) Recent leak discussion with current and prior WWTF Chief Operators
4. **Old Business: (Review of old business items to take place at 4/21/26 Meeting)**
  - a) Grant writing / OneStop Grant – Grant Submitted. Award notices to be issued in October 2026.
  - b) Follow up / Sewer Enterprise Fund Certification of Funds \$163,654.00. *Keeping under Old Business Commissioners are satisfied with understanding.*
  - c) Sewer abatement process and procedure. – Process and Procedure under review. Revised policy to be revisited for further comment. *Keeping under Old Business until Process and Procedure is finalized.*
  - d) Sewer Capital Repairs: \$46,250 - Article 32 / May 6, 2025 Meeting / Keeping on agenda until WWTF site visit is complete. To be discussed in further detail w/ Chief Operator.
    - Clarifier wall repair
    - Crawler cam – Per Buckland, on hold, researching proper camera.
    - New item per recent joint meeting: Stair repair / replacement – deteriorated
  - e) Weston & Sampson – 100% Design documents received.
  - f) Budget Meetings Updates *Keeping under Old Business until all meetings have taken place.)*
    - Dara / Shelburne Accountant – TBD (scheduling in progress)
    - New Accountant TBD
    - WWTP Site Visit (Scheduling in progress)
  - g) Sewer adjustment requests
    - a) Revised Sewer Adjustment for Patrick Shea
5. **New Business: (Time Permitting)**

6. **Any Other Business:** *(Time sensitive topics not reasonably anticipated 48 hours in advance of the meeting)*
7. **Correspondence:**
8. **Public Comment:** *(at the discretion of the Commissioners as time allows. Time may be limited)*
9. **Adjournment:**