

Sewer Commission Meeting Minutes

Public Body: Town of Shelburne — Sewer Commission

Date: Thursday, October 9, 2025

Time: 4:00pm

Location: Shelburne Town Hall

Meeting Type: ☒ Regular ☐ Special ☐ Emergency

Members Present:

Andrew Baker | Sewer Commissioner | Town of Shelburne

Matthew Larrabee | Sewer Commissioner | Town of Shelburne

Heidi Corona | Sewer Commission Clerk | Town of Shelburne

Terry Narkewicz | Town Administrator | Town of Shelburne via Zoom @ 4:00pm

Kevin McKenna | Weston & Sampson via Zoom @ 4:45pm

Members Absent: All members were present

Guests / Staff Present: N/A

1. Call to Order

Chairperson Andrew Baker called the meeting to order at 4 p.m.

2. Review and Acceptance of Previous Meeting Minutes

A motion was made to approve the minutes from the prior meeting. Meeting notes and applications for the Sewer Commission Clerk position are to be submitted.

Motion by: Andrew Baker; Second by Matt Larrabee.

Vote: ☒ Unanimous ☐ Roll Call

Member	Yes	No	Abstain
Andrew Baker	X		
Matthew Larrabee	X		

3. Appointments

4:45 PM – Zoom Call with Kevin McKenna, Weston & Sampson

Kevin McKenna met with the Sewer Commissioners via Zoom to review the Preliminary Pump Station Report, providing further detail on Alternate 1 and Alternate 2. He outlined the benefits and considerations of each option.

Alternate 1 carries an estimated cost of \$1.1 million and involves replacing existing equipment in kind.

Alternate 2, estimated at \$1.375 million, includes converting the original wet well to a submersible station, reusing the existing building for the generator, and relocating electrical, instrumentation, and controls to the exterior.

Mr. McKenna confirmed that, although only one operator is required to operate the new system, two operators are typically involved for safety reasons. He further noted that the repair is necessary, as one of the existing pumps is currently nonfunctional and the electrical system does not meet current code requirements.

Regarding the demolition scope, he clarified that the existing building would remain intact; demolition pertains only to the removal of existing equipment, including cylinders, pumps, and valves, with salvageable components retained. The existing concrete base would be broken up and refilled with gravel.

Mr. McKenna confirmed that, under the proposed system, the pumps would be removed using a specialized crane for maintenance, improving operator safety. A temporary pump would be installed during servicing or repair to maintain functionality. In contrast, under the current configuration, maintenance staff must enter the wet well directly.

He also indicated that many wastewater treatment facilities are transitioning to submersible pump systems due to increased safety and reliability.

Mr. McKenna noted that the Town's recent energy bills would need to be reviewed to facilitate an energy analysis. He also confirmed that he would consult with his engineering team regarding potential energy recovery opportunities.

4. Agenda Items / Discussions

Item A: Welcome new appointed Sewer Commission Clerk, Heidi Corona

Discussion Summary: Sewer Commissioners welcomed Heidi Corona to the Sewer Commission as the new Clerk / Administrator.

Motions / Votes: N/A

Item B: Deerfield Ave Preliminary Pump Station Report

Discussion Summary: (Discussion held prior to Zoom meeting with Kevin McKenna, Weston & Sampson.) The Sewer Commissioners reviewed the Preliminary Pump Station Report in detail, including Alternate 1, with an estimated cost of \$1.1 million and a scope of work consisting of replacing equipment in kind. Alternate 2, with an estimated cost of \$1.375 million, includes

converting the original wet well to a submersible station and reusing the existing building for the generator, with electrical, instrumentation, and controls to be located outside.

Following discussion, the Commissioners agreed that Alternate 2 appeared to be the more practical approach and discussed potential implications of proceeding with that option. Questions and clarifications will be directed to Weston & Sampson for further review.

Questions raised for further clarification included:

- Whether Alternate 2 would result in operator cost savings;
- Whether the proposed upgrade could incorporate or support future wastewater energy recovery measures;
- Whether an energy analysis could be conducted; and
- The feasibility of obtaining grant funding for Alternate 2.

The Commissioners also noted that Option 2 would improve access safety, system monitoring, code compliance, flood protection, and maintenance efficiency.

All questions will be directed to Weston & Sampson for response.

Motions / Votes: Preliminary Engineer Report to be discussed and explored further with Weston & Sampson prior to bringing a motion forward.

Item C: Preliminary Discussion for Pump Station Upgrade Grant

Discussion Summary: The Sewer Commissioners discussed the potential for additional funding opportunities related to construction upgrades. It was agreed that options should be explored in connection with the existing Design and Assessment Grant to determine whether there is a pathway to a Construction Grant. The Commission will also inquire with Weston & Sampson regarding outcomes from similar projects in comparable towns. Heidi will research available grant options and report back at a future meeting.

Motions / Votes: Further grant research will be conducted prior to bringing a motion forward.

Item D: Inter-municipal Truck Agreement

Discussion Summary: The Sewer Commissioners briefly reviewed the proposed Truck Agreement. It was noted that the matter is currently pending with the Town of Buckland. Comments from Shelburne's counsel have been forwarded to Buckland, and a response has not yet been received. The Sewer Commission will schedule a follow-up meeting to continue the discussion. Coordination to be handled by Heidi.

Motions / Votes: A follow-up meeting with Buckland will be scheduled to review counsel comments and financing details prior to bringing a motion forward.

Item E: Certification of Sewer Enterprise Funds

Discussion Summary: The Sewer Commissioners discussed the recent increase in Enterprise Fund balances and expressed interest in implementing a more detailed reconciliation process. Heidi

informed the Commissioners that she had recently learned that several capital projects were being closed out, resulting in transfers that increased the fund balance. Heidi will meet with Dara, the Shelburne Town Accountant, to gain a clearer understanding of the Enterprise Funds and report back to the Commission. She will also schedule a joint meeting with Buckland officials, including the Town Administrator, Accountant, and new Chief Operator. Both Sewer Commissioners will attend.

Motions / Votes: Further research into the Enterprise Fund will be conducted before bringing any motion forward, if necessary.

5. Correspondence / Reports

- Deerfield Ave Pump Station Preliminary Engineering Report by Weston & Sampson
- Pump Station Executive Brief by Heidi Corona
- Inter-municipal Truck Agreement
- Truck Agreement Counsel Comments
- Truck Agreement Summary of Findings by Heidi Corona
- Sewer Enterprise Fund Certification of Funds

6. Public Comments

No public comments.

7. Future Agenda Items

To be determined

8. Adjournment

Motion to adjourn made by Andrew Baker; seconded by Matthew Larrabee.

Meeting adjourned at 5:49 p.m.

Vote: _____

Next Scheduled Meeting: To be determined

Minutes prepared by: Heidi Corona

Date Drafted: Tuesday, October 14, 2025

Approved by: _____ on _____

Posting and Retention Compliance

- These minutes were approved on _____.
- Minutes will be made available to the public upon request and posted in accordance with the Massachusetts Open Meeting Law.
- Audio or video recordings (if any) are available through N/A.