

Sewer Commission / Weston & Sampson Follow Up Meeting Minutes

Wednesday, October 29, 2025 @ 4:00 pm
Shelburne Town Hall
51 Bridge St., Shelburne, MA 01370

Public Body: Town of Shelburne — Sewer Commission

Date: Wednesday, October 29, 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

William Sorte | Weston & Sampson via Zoom @ 4:00pm

Kevin McKenna | Weston & Sampson via Zoom @ 4:00pm

Kent Nichols | Weston & Sampson via Zoom @ 4:00pm

Members Absent: All members were present

Guests / Staff Present: N/A

1. Call to Order

Motion: Commissioner Andrew Baker made a motion to open the meeting of the Shelburne Falls Sewer Commission.

Second: Commissioner Matt Larrabee seconded the motion.

Vote: Motion passed unanimously.

Chairperson **Andrew Baker** called the meeting to order at **4:05 p.m.**

2. Review and Acceptance of Previous Meeting Minutes

a) The Sewer Commissioners reviewed and accepted the following previous meeting minutes: 10/9/25, 9/5/25, 9/3/25, 6/12/25, and 5/1/25.

3. Appointments

a) Weston & Sampson – 4:00 p.m. (via Zoom)

Follow-up discussion and review of the *Deerfield Avenue Pump Station Project*, including options and recommendations for next steps.

Discussion Summary:

Weston & Sampson reviewed the *Preliminary Engineering Report* (PER) for the Deerfield Avenue Pump Station. The discussion focused on the two proposed alternatives, with emphasis on Alternative 2.

Weston & Sampson noted that most municipalities are transitioning to submersible pump systems. Although the pumps themselves may not operate fully submerged, they are designed for submersible use, which enhances system resiliency during potential flood events.

Additional benefits identified included improved operator safety, increased energy efficiency, and reduced confined space entry requirements. The firm indicated that the pumps have an estimated service life of approximately 20 years; accordingly, any loan pursued for this work should not exceed a 20-year term.

Weston & Sampson referenced several recent similar upgrades completed in Connecticut. Funding opportunities discussed included the One Stop for Growth Program, Rural and Small Town Development Fund, State Revolving Fund (SRF) Loan Program, USDA, and FEMA, noting that FEMA and USDA eligibility requirements may be more restrictive.

Funding strategies discussed included combining a grant with a loan and a local contribution to meet the total project cost. Weston & Sampson indicated that the submersible design is often viewed favorably for funding consideration due to its safety and flood-resilience benefits.

Questions were raised regarding the availability of federal infrastructure funds; Weston & Sampson stated that such funds have largely been committed or are nearing depletion. The design capacity of the proposed pump was also discussed, with Weston & Sampson confirming that the new system could accommodate nearly double the current flow, but further expansion would require a larger pump.

Schedule: Weston & Sampson anticipates developing design drawings through January, with final drawings expected by February/March. The Expression of Interest period for the One Stop program begins in January, with an anticipated grant application submission in June, aligning well with the proposed project timeline.

Weston & Sampson noted that the potential grant-to-local share ratio could reach approximately 80% grant funding, with the remaining 20% to be covered through a loan or multiple funding sources.

4. Old Business

a) Funding Impact: Based on information from the follow-up meeting with Weston & Sampson, the Sewer Commission discussed potential risks of pursuing Alternative 2 without securing full funding. It was agreed that, if necessary, the Town could pursue Alternative 1 during the next funding cycle.

b) Grant for Alternative 2: Following discussion, the Sewer Commission agreed to pursue grant funding for Alternative 2 and to seek a proposal from a local grant writer to assist with preparation of the funding application.

c) Approval of Alternative 2 – Deerfield Avenue Pump Station Project

Motion: Andrew Baker made a motion to approve Alternative 2, as outlined in Weston & Sampson’s Preliminary Engineering Report for the Deerfield Avenue Pump Station, and to authorize pursuit of applicable grant and loan funding to support the project.

Second: Motion seconded by Matt Larrabee.

Vote: Motion passed 2–0–0

d) Joint Meeting with Buckland: A potential joint meeting date of November 10th at 5:30 p.m. was discussed. Andrew Baker may join via Zoom due to prior travel commitments.

d) Intermunicipal Truck Agreement: To be discussed further at the joint meeting with Buckland. Shelburne to clarify interest rate, terms, prepayment penalty clause and potential impact on sewer rates. Shelburne would also like to clarify that any profit or remaining value secured through sale or trade in should be a split between Shelburne and Buckland.

e) Sewer Enterprise Fund Certification of Funds (\$163,654.00): Review and clarification remain in progress. Reconciliation process to be clarified.

5. New Business

a) Abatement Request – 88 Mechanic Street (Delorenzo):

The Sewer Commission discussed receipt of an abatement request from the property owner at 88 Mechanic Street. The request was submitted for consideration related to increased water usage associated with seasonal planting activities. The Commission agreed to review the request further and determine whether it meets the criteria for consideration under existing Sewer Commission policies and procedures.

6. Any Other Business (Time-Sensitive Topics Not Reasonably Anticipated 48 Hours in Advance)

a) **Next Meeting:** To be scheduled.

7. Correspondence – No correspondence

8. Public Comment

a) Public comment was offered at the discretion of the Chair. – No public comment.

9. Adjournment

Adjournment

Motion: Andrew Baker made a motion to adjourn the meeting at 6:07 p.m.

Second: Motion seconded by Matt Larrabee.

Vote: Motion passed 2–0–0.

Minutes respectfully submitted by:

Heidi Corona

Clerk / Administrator

Shelburne Falls Sewer Commission