

Sewer Commission Meeting Minutes

Thursday, December 18, 2025 @ 4:00 pm

Shelburne Town Hall

51 Bridge St., Shelburne, MA 01370

Distributed December 26, 2025

Attendees:

Andrew Baker / Shelburne Sewer Commissioner

Matthew Larrabee / Shelburne Sewer Commissioner

Heidi Corona / Shelburne Sewer Commission Administrator / Clerk

Mary Ann Dalton / Shelburne Resident / Recommended Appointee for Vacant Sewer Commission

1. Call to Order

Minutes: Andrew Baker called the meeting to order 4:05 pm.

2. Review and Acceptance of Previous Meeting Minutes (If Applicable / Time Permitting)

a) Review and, if time permits, acceptance of November 2025 Meeting Minutes

Minutes: Andrew Baker motioned to accept the previous meeting minutes. The motion was seconded by Matt Larrabee.

3. Appointments:

No Appointments.

4. Old Business: (Time Permitting)

a) Release of Weston & Sampson, based on recent vote.

Minutes: Andrew Baker motioned to formally approve Alternative 2 from the Weston & Sampson Preliminary Engineering Report. The motion was seconded by Matt Larrabee. Post-meeting note: Heidi Corona notified Weston & Sampson via email and is awaiting their response.

b) Grant writing / Terry Walker

Minutes: Andrew Baker will attempt to contact Terry Walker to discuss potential grant writing or consultation services related to the pump station upgrade. Heidi Corona also offered to assist with grant preparation if Mr. Walker is unavailable, noting her experience with grant administration and the OneStop system. Heidi further advised that she is reaching out to RCAP, which may be able to provide grant-writing assistance or consultation services. This item will be revisited at the next meeting.

c) Intermunicipal Truck Agreement / To be executed. Truck has arrived.

Minutes: Andrew Baker motioned to approve the Intermunicipal Agreement (IMA). The motion was seconded by Matt Larrabee. The Commissioners signed the agreement.

Heidi Corona emailed a signed copy to Pam Guyette / Buckland and advised that the original hard copy would be left in the vestibule for pickup.

Minutes: The Sewer Commission reviewed the Sewer Enterprise Fund Certification of Funds. While there is a clearer understanding of the balance, Andrew Baker requested improved visibility into budget-to-actuals tracking. A meeting will be scheduled with Shelburne's Accountant, and at least two joint meetings per year with Buckland were discussed. Post-meeting note: Heidi Corona contacted Pam Guyette in advance to flag this topic for follow-up after the new year.

d) David DeLorenzo / Sewer adjustment inquiry – Determination

Minutes: Andrew Baker motioned to approve David Lorenzo's sewer adjustment request. The motion was seconded by Matt Larrabee.

5. **New Business:** (Time Permitting)

a) Review current billing for FY26. Discuss and determine FY26 sewer rate.

Minutes: The Commissioners reviewed anticipated revenue based on upcoming billing. The Commission agreed to maintain the current sewer rate of 0.105. Town Treasurer Angel Bragdon joined the meeting to discuss how sewer rates are calculated, including the relationship between annual expenses, capital needs, and rate setting.

b) Justin Bourbeau

b) Justin Bourbeau Sewer abatement request

Minutes: Andrew Baker motioned to approve Justin Bourbeau's sewer adjustment request. Matt Larrabee seconded.

c) Sewer abatement process and procedure.

Minutes: The Commission discussed creating a standardized sewer abatement request form, similar to those used by other municipalities, to be made available online. Heidi Corona will draft a proposed form for review and will consult with Jan / the Fire District regarding the applicable timeframe for submitting abatement requests.

- Sewer Reed Bed Excavation

Minutes: Andrew Baker confirmed this is an ongoing reserve fund used to accumulate monies for reed bed excavation, which typically occurs every five years.

- Inflow Infiltration Study & Exp

Minutes: Andrew Baker stated his understanding that the study has been completed. The Commission discussed that such studies may be required periodically by the State and could arise again in the future. Heidi Corona will research further and report back.

- Solar Array

Minutes: Per Buckland, the project is awaiting receipt of tax credits, and the request was made to keep the associated budgeted funds in place until the credits are confirmed and received.

Budget review

Minutes: The Commission reviewed the budget in detail. A follow-up meeting will be scheduled with Dara, the Shelburne Accountant.

d) Sewer Capital Repairs: \$46,250 - Article 32 / May 6, 2025 Meeting

Minutes: The Commission discussed the capital repairs budget in detail. Additional clarification is needed regarding the status of the clarifier wall repair and crawler camera, to be confirmed with Buckland.

- Clarifier wall repair

Minutes: Heidi Corona will follow up with Buckland to obtain additional information.

- Crawler camera

Minutes: A new camera has not yet been purchased. Per prior discussion, due diligence is ongoing to determine the appropriate equipment for purchase.

- Truck replacement

Minutes: The truck has been delivered and is currently in Buckland's possession.

- New item per recent joint meeting: Stair repair / replacement (deteriorated)

Minutes: This item will be discussed further with Buckland.

e) RCAP – Grant writing & loan services

Minutes: Heidi Corona informed the Commissioners that she has contacted RCAP to explore grant-writing assistance. Updates will be provided once direct communication occurs.

Minutes: The Sewer Commission discussed grant opportunities available through OneStop. Andrew Baker will continue efforts to contact Terry Walker regarding grant-writing services. As an alternative, Heidi Corona offered to administer the OneStop grant application if needed. This item remains ongoing and will be revisited at the next meeting.

6. **Any Other Business:** *(Time sensitive topics not reasonably anticipated 48 hours in advance of the meeting)*

a) Schedule next meeting / Jan 2026

Minutes:

Minutes: The next meeting was scheduled for January 15 at 4:00 p.m.

Minutes: The Sewer Commissioners agreed to recommend Mary Ann Dalton for appointment as Sewer Commissioner to fill the current vacancy.

7. **Correspondence:**

8. **Public Comment:** *(at the discretion of the Commissioners as time allows. Time may be limited)*

9. **Adjournment:**

Minutes: Andrew Baker motioned to adjourn the meeting at 5:47 p.m. The motion was seconded by Matt Larrabee.