

Board of Sewer Commissioners
59 East Brookfield Road
North Brookfield, MA 01535

Meeting Minutes
April 10, 2023

Present: Charles Haddock, Chairman
Don E. Smith, Vice Chairman
James Nyberg, Superintendent

The Town of North Brookfield Sewer Commissioners Meeting was called to order

1. Discuss/approve minutes from the February 13, 2023 meeting.

Mr. Smith made a motion to accept the minutes as written, Mr. Haddock Seconded, all were in favor.

2. Sign Bills/Payroll and any Abatements/Commitments.

- Signed Commitment #14

3. Superintendents report

Mr. Nyberg presented the following:

- We have been performing manhole inspections ahead of the scheduled camera work in town.
- New Flow meter functioning well.
- Mr. Nyberg brought up concerns of attendance for the part time clerk, this was briefly discussed and a recommendation to speak with the Selectmen on the appropriate path forward. Mr. Nyberg to follow up with Selectmen to follow proper paths and channels.
- Mr. Nyberg presented a draft job description for a part time operator. Mr. Nyberg stated that as the project is gearing up to move forward now is the time to bring in this position which was budgeted for. This will allow for coverage for vacations and some extra hands while the upgrade is taking place. Mr. Nyberg also reminded the board that there will be changes with the new plant and it is not unreasonable to expect a staffing increase due to new technology and processes.

4. Financial Updates:

- Mr. Nyberg discussed the transfer for the Nitrogen project and that Kleinfelder was working on the contract language for this project.
- Mr. Nyberg stated that end of year transfers will be required as previously discussed.

5. Facility planning updates:

- Mr. Nyberg discussed the steps taken with the Board of Selectmen prior to the Special town meeting and the decisions reached. Further steps will be based on the outcome of the voting process.
- Mr. Nyberg shared that the Asst Superintendent and himself met with Kleinfelder and Methuen Construction to discuss a high level overview of potential time lines and process interferences for the upgrades. While nothing was able to be placed into a fixed scheduled until everything is under contract some basics were discussed and problems/situations/solutions discussed.

6. Public Comments:

- **None**

At 4:47, Mr. Smith moved, Mr. Haddock seconded a motion to adjourn the meeting. All were in favor

Respectfully Submitted,

James Nyberg
Superintendent