

**MFN Regional Wastewater Meeting  
August 7, 2018**

**MEETING MINUTES**

COMMISSIONERS PRESENT: Mansfield: Michael Trowbridge  
Mansfield: Betty Peter, MFN Secretary  
Norton: Diane McElligott  
Norton: Mike Yunits, MFN Chairman  
Foxboro: Chris Gallagher, MFN Vice Chairman

EXECUTIVE DIRECTOR: Lee Azinheira

COMMISSIONERS ABSENT: Mansfield: Jess Aptowitz  
Foxboro: Richard Pacella

GUESTS PRESENT: John Stanbrook, MFN Treasurer  
Antonio Bonilla, CDM Smith  
Chris Rositer, MFN  
Renee Gauthier, Secretary

**1) Reorganization of MFN Commissioners by Executive Director**

Discussion:

**Motion:** Nominate Mike Yunits as Chairman for FY'19.  
(Trowbridge/McElligott); all in favor; unanimous

**Motion:** Nominate Chris Gallagher as Vice Chairman for FY'19.  
(Trowbridge/McElligott); all in favor; unanimous

**Motion:** Nominate Betty Peter as Secretary for FY'19.  
(Trowbridge/McElligott); all in favor; unanimous

**Motion:** Nominate John Stanbrook as Treasurer for FY'19.  
(Trowbridge/Gallagher); all in favor; unanimous

2) Approval of Meeting Minutes (7-10-18)

Discussion:

**Motion:** To approve Meeting Minutes of 7-10-18.  
(Trowbridge/McElligott); 4 in favor; Mike Yunits abstained.

3) Update of Construction Projects

a) Contract No.1 - WPCF Upgrade and Expansion Project

Tony said the contractor has reached a big milestone, they have finished installing the 42-inch piping at the front entrance to the building, and the bypass is being removed now. Lee said they swapped to the newer aeration basin train. Tony said they are working on clarifier 3. He said new systems have been going online, little by little and the contractor has started working on the punch list. Lee said that some of the sub-contractors are looking for their retainage to be released soon. Diane said the retainage helps to ensure the punch list gets completed and work is completed on schedule. Mike Trowbridge inquired when the contractor is anticipated to be completely done with project. Tony said October but they may not be 100% complete by the original projected completion date, but many changes have been made. Lee reminded the Commission that there were changes to fire alarms/fire protection and communications, electrical and other changes that were added.

b) Contract No. 2 - Infiltration Basins & Fruit St Landfill Cap and Closure

4) Approval of WPCF Contract No. 1; Change Order No. 7

Discussion: lee said there are many items listed and also credits.

**Motion:** To approve WPCF Contract No. 1; Change Order No. 7 in the amount of \$91,521.00.  
(Trowbridge/Gallagher); all in favor; unanimous.

5) Discussion about adding additional LED lighting

Discussion: Lee said that Kevin Dumas, Mansfield Town Manager toured the Plant recently and had suggested converting the rest of the existing Plant lighting to LED lighting to be consistent and save money long term. Mike Yunits asked if he had an estimated figure of what the cost of that would be; Lee said they could have someone come in to work up an estimation and come back with a report. Lee said there are some rebate programs available.

Mike Yunits said that Norton had some buildings updated with the LED lighting and he said it would be about three (3) to five (5) years to recover the cost through savings on electric bills. Mike Trowbridge inquired what the cost of an evaluation; Mike Yunits said that Norton did not have to pay for their evaluation. Chris said Foxboro had evaluations done as well and did not have to pay for it either. Diane said it would depend on what the projected payback would be if it is 10 years, it may not be worth it. Lee said he thought it may be worth looking into and he would keep the Commission updated.

## 6) Approval of Bills

Discussion:

**Motion:** To approve Expense Warrant 19-03 (Prior Years Bills) in the amount of \$65,972.75.  
(Trowbridge/Gallagher); all in favor; unanimous.

**Motion:** To approve Expense Warrant 19-04 in the amount of \$757,914.10.  
(Gallagher/Trowbridge); all in favor; unanimous.

Discussion:

**Motion:** To approve Capital Expense Warrant 19-05 in the amount of \$68,099.57.  
(Gallagher/Trowbridge); all in favor; unanimous.

## 7) Community Updates

- a) Mansfield  
Mansfield has nothing new to report.
- b) Foxborough  
Foxborough has nothing new to report.
- c) Norton  
Norton has nothing new to report.

## 8) Approval of Amendment to CDM Smith Infiltration Basin Load Test Contract

Discussion: Diane inquired what this additional work was about. Lee said the scope for the entire work was approved last year, but the cost was split over two (2) years. The first portion of the contract was not fully spent, so it was encumbered.

**Motion:** To approve Amendment to CDM Smith Infiltration Basin Load Test Contract in the amount of \$65,000.00.  
(Gallagher/Trowbridge); all in favor; unanimous.

**9) MFN Treasurer End of Year Update**

Discussion: John said that Fiscal Year 2018 has been closed. He explained that although the numbers have not been certified yet, the Revenue budget was \$4.47 million and came in a bit higher at \$4.479 million. On the expenditures side, \$233,406 was turned back unused. Capital projects \$17.8 million went through clean water trust; \$8.6 million left on loan amount. Retained earnings are around \$1.1 million; Mike Yunits inquired what percent that was and John said budget was \$4.4 million, so about 25%. End of year had some moneys that needed to be charged off or transferred in various line items. John said that he, Lee and Jacqueline Boudreau, Mansfield Treasurer worked together to check and true up personnel services, insurance and that type of expense for a total of \$89,818.60; a check was cut from Town of Mansfield Sewer to the MFN, so it will show as revenue for the MFN in FY'19.

John said the clean water trust 0% loan has been finalized in the amount of \$27,070,950. Lee said we carried \$700,000 for loan payments, but it landed up being bonded later, so a portion of that would end up going toward reserve fund. Lee said knowing what those numbers will be, may help all three (3) towns in setting future sewer rates. Lee said he and John were going to sit down and look at retained earnings available and they will make recommendations on uses for the retained earnings, thinking about keeping around \$500,000 in retained earnings. Diane reminded Lee that the Commission had discussed holding about 15% for unexpected issues and insulation for any delay in incoming revenue. Lee said that he was planning on working with John, Chris Rositer and CDM to work on five (5) year capital and budgeting plan. Diane suggested that it might be beneficial to get input from all Commission members; Lee said that he was planning to discuss what they came up with for a plan and would be looking for input.

John said the auditors started today and he will be sending in balance sheet to the Department of Revenue for certification.

**10) Executive Director's Report**

**11) Any Items Not Anticipated 48 Hours Prior To This Meeting**

**12) Future Agenda Items –**

**13) Next Meeting – September 11, 2018.**

**Motion:** To adjourn at 6:40 PM.  
(Trowbridge/Gallagher); all in favor; unanimous.

Respectfully submitted,  
Betty Peter

  
\_\_\_\_\_  
Signature of District Secretary

  
\_\_\_\_\_  
Date of Acceptance