

**MFN Regional Wastewater Meeting  
September 11, 2018**

**MEETING MINUTES**

COMMISSIONERS PRESENT: Mansfield: Michael Trowbridge  
Mansfield: Betty Peter, MFN Secretary  
Mansfield: Jess Aptowitz  
Norton: Mike Yunits, MFN Chairman  
Foxboro: Chris Gallagher, MFN Vice Chairman  
Foxboro: Richard Pacella

EXECUTIVE DIRECTOR: Lee Azinheira

COMMISSIONERS ABSENT: Norton: Diane McElligott

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

**1) Approval of Meeting Minutes (8-7-18)**

Discussion:

**Motion:** To approve Meeting Minutes of 8-7-18.  
(Trowbridge/Gallagher); all in favor; Aptowitz and Pacella abstained.

**2) Update of Construction Projects**

a) Contract No.1 - WPCF Upgrade and Expansion Project  
Finishing up project and preparing for paving.

b) Contract No. 2 - Infiltration Basins & Fruit St Landfill Cap and Closure  
Tony said work is done, just getting paperwork in order.

**3) Approval of Bills**

Discussion:

**Motion:** To approve Expense Warrant 19-06 (past year's bills) in the amount of \$934.10.  
(Trowbridge/Aptowitz); all in favor; unanimous.

**Motion:** To approve Capital Expense Warrant 19-09 in the amount of \$800,339.69.  
(Trowbridge/Aptowitz); all in favor; unanimous.

Discussion:

**Motion:** To approve Expense Warrant 19-10 in the amount of \$474,011.32.  
(Aptowitz/Trowbridge); all in favor; unanimous.

#### 4) 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.

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

Discussion: Lee said this amendment is the same as voted on last month, but according to John, a breakdown was needed in order to utilize the \$21,000 out of the bond money for bookkeeping purposes. John said the bonded money is restricted to use for the effluent disposal and is related to the design.

**Motion:** To approve Updated Amendment to CDM Smith Infiltration Basin Load Test Contract.  
(Trowbridge/Aptowitz); all in favor; unanimous.

#### 6) MFN Treasurer – Announcement of FY2018 Retained Earnings Amount As Certified by DOR

Discussion: John read the letter received from the Massachusetts DOR pertaining to the Certified Free Cash in the amount of \$1,184,921.00. Mike Yunits asked what percentage of the budget that is and John replied about 25%. Jess inquired about the total funds in free

cash is; John explained any prior year's free cash is rolled into the total free cash submitted for each year for certification. Jess wanted to know what figure was recommended to carrying for free cash and John said that approximately \$500,000, as discussed at prior meetings.

#### 7) 5 Year Budget and CIP

Discussion: Lee reviewed the five (5) year projection spreadsheet he handed out at meeting. He explained how they came up with the annual percentage increase and that he felt that it would make it easier for all communities to budget. He stated that he was open to any comments or concerns from the other communities. Mike Trowbridge inquired if there was a separate capital improvements budget for large equipment or projects that need to be planned and budgeted for. Lee explained that all of the smaller items, including vehicles are built into budget. Jess asked Lee and Chris Rositer what recommendations they would make for projects and equipment that needed to be budgeted for. He and Mike Trowbridge voiced concern about the possibility that if something big were to go wrong, the money in free cash could be gone by the time it is needed. Chris Rositer said things are good right now, he did not foresee any issues in the near future. Lee said they have been looking into getting new generators and transformers which would be added onto the cost of the project as it would be considered an allowable expense. Mike Yunits asked if DOR gets concerned when free cash amount is too high and what that number might be. John said he had not seen a limit as of yet. Jess asked what the boards comfort level would to carry for contingency. Mike Trowbridge said he would be comfortable with setting up a \$1,000,000 capital fund and John suggested a stabilization fund for bigger, unexpected expenses. Mike Trowbridge suggested not turning moneys back, put it aside for contingencies. John said they can schedule a vote at any meeting, to move the money where needed. Lee said based on that, next year for FY'20 it could probably spread it in over the next two (2) year's budget. John suggested setting up some sort of policy; Lee agreed and said the Commission should wait until Joe Cove comes back and perhaps add language to bylaws. Lee said that it was recommended to put approximately 10% in reserve and money into the capital reserve fund. Jess inquired if Chris thought the car will it last until the FY'22 budget, where the replacement is funded; Chris Rositer said he felt it would. Lee brought up previous discussions regarding getting attachments for the tractor for around \$80,000 and it could possibly funded under the project. Mike Trowbridge asked if Chris Rositer thought they'd get a lot of use out of them, would they recover the cost by the amount of use. Jess asked how it would be funded and Lee said if money was available at the end of the project, then they could possibly purchase with project funds. Mike Yunits asked if they would go out to bid or use state bid. Chris Gallagher said Foxboro just bought a trackless with attachments and spent \$170,000, so if they could purchase what is needed, it would probably be well worth it. Lee will look into it and come with information for the next meeting. Chris Rositer said it would definitely be helpful in snow clearing of basin path and cutting brush. Jess asked where they would keep it; Chris Rositer said they have room in the garage. Mike inquired about retrofitting lighting. Lee said after he and Chris Rositer had discussed the matter, they thought perhaps after the project was complete, that plant personnel may be able to handle that work.

#### 8) Executive Director's Report

9) Any Items Not Anticipated 48 Hours Prior To This Meeting

10) Future Agenda Items –

11) Next Meeting – October 2, 2018.

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

Respectfully submitted,  
Betty Peter

  
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Signature of District Secretary

  
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Date of Acceptance