

**MFN Regional Wastewater Meeting
October 2, 2018**

MEETING MINUTES

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

EXECUTIVE DIRECTOR: Lee Azinheira

COMMISSIONERS ABSENT:

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

1) Approval of Meeting Minutes (9-11-18)

Discussion:

Motion: To approve Meeting Minutes of 9-11-18.
(Trowbridge/Gallagher); Passes, 6 in favor; McElligott abstain.

2) Update of Construction Projects

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

Chris Rositer said they are working on the project punch list now. Antonio Bonilla explained that the paving has been delayed due to weather. Lee said they are still looking at prices to replace the transformers and also having the Mansfield Electric Light look at as well, perhaps money could be saved if purchased by them. He explained that he, Chris Rositer and Dave Young while reviewing the 5-year CIP plans

decided that while most things in plant had been updated with expansion project, the transformers also should be replaced and with some funding still available from the project, DEP would support such a purchase. Chris said they have been looking into purchasing a Tool Cat, as discussed at prior meeting. Lee explained that it could be used around the plant and basins for snow removal and other uses. Chris said that it would also be used for mowing and rototilling. Dave said that it would also be helpful for clearing the way for when they do the mandatory sampling at various locations, which is required quarterly. He explained that most similar treatment plants have this type of equipment. Diane inquired if they had an idea of how much it would cost to contract that work out, would it save money. Lee said that Plant personnel have been doing the clearing all along, but this would make that work easier and more efficient. He said it would be used year round. Dave said one thing to consider is that if there is a lead time for deliver, with winter coming, they may want to consider purchasing soon. Lee said that DEP has already approved the use of project funds for a purchase of this equipment and it is on the State bid list. Mike Trowbridge inquired how much the quote was and Chris said it was around \$70,000 with everything. Diane said that if used for 10 years, they would get their monies worth.

Motion: To approve the purchase of a Tool Cat.
(Gallagher/Aptowitz); all in favor.

b) Contract No. 2 - Infiltration Basins & Fruit St Landfill Cap and Closure
Nothing new

3) Approval of Bills

Discussion: Diane inquired about coliform sampling freight charge, wanted to know if something unusual happened. Chris Rositer explained they had a bad test, and had to pay additional shipping to get retesting done as required in the necessary time constraints. She also inquired about iPhone case from Amazon; Lee said it was a replacement.

Motion: To approve Expense Warrant 19-12 in the amount of \$1,886.10.
(Aptowitz/Gallagher); all in favor; unanimous.

Discussion: Lee said they will have some projections on both the construction and engineering side of the Plant Expansion project for the next meeting. He said they are under-budget and especially on the field services. Diane asked if there have been any surprises in schedule with the delays; Dave Young said they were a month and half delayed, but still within contract price. Lee explained that some of the delay is to be expected because the contractor has to coordinate with the operating plant. Dave said Chris and staff have worked well with contractors to meet plant and contractor schedules, and contractor has done a good job. They've had a good working relationship

Motion: To approve Capital Expense Warrant 19-13 in the amount of \$644,968.20. (Gallagher/Aptowitz); all in favor; unanimous.

Motion: To approve Expense Warrant 19-14 in the amount of \$322.59. (Aptowitz/ McElligott); all in favor; unanimous.

4) Community Updates

a) Mansfield
Nothing new to report.

b) Foxborough
Chis said Foxboro is finalizing the IMA with Sharon sewer for the Cannon Forge and Independence Forge Associations. Foxboro will purchase the unused capacity and take ownership of the maintenance for the pipe network, manholes, and lift stations. He said the Association has 65,000 gal per day of unused capacity and Foxboro will purchase it back.

c) Norton
Nothing new to report.

5) 5 Budget and CIP Continued

Lee said at the last meeting, a five (5) year budget was presented to use retained earnings that would result in a roughly 3% increase to the FY'19 budget, but the Commission suggested putting \$1,000,000 into a capital reserve fund; He said he redid for planning purposes and put together an alternate, which he believes should be able to fund the 10% for operating reserve plus the \$1,000,000 reserve fund over the next three (3) years. With reducing retained earnings, should still have the ability to utilize small amounts of retained earnings and keep the annual increases to five (5) percent. Diane inquired about revenue projection based on increased use for all the towns and Lee said that was why they provided numbers so each community can develop their individual sewer increases. Mike Yunits requested if we could have a five (5) year spreadsheet on what we expect the assessments to each town. Lee said he will have John provide updated numbers. Lee said he was looking for a consensus on committing to use this as a plan going forward, so that each community can plan going forth.

Motion: To approve to use the stabilization to achieve no more than a five (5) percent increase of the next three (3) years. (Aptowitz/Trowbridge); all in favor; unanimous.

Motion: To approve a Capital Stabilization Account contingent on councils recommendation. (Trowbridge/Aptowitz); all in favor; unanimous.

6) Contract No. 1 – Potential Project Additions

Discussion: Lee said they had a cost estimate for roughly \$100,000 for transformers only, which does not include the pads, electrical, cabling, etc. Diane asked if there was a time constraint in order to charge to the Expansion project; Lee said no, that the funds could be held. Diane inquired if MFN could get any kind of credit for trade in like a core charge; Dave said they are the oil style, so if anything there would be a charge to dispose of them. Diane wondered if perhaps they can be rehabbed; Lee said they are 35 years old and would need to be replaced while the funding available. Lee said he will have more information for the next meeting. He said he has been working with Mansfield Electric to see if we can purchase the transformers through them to save money. Lee said Joe Cove is checking into that to be sure that would be allowed.

7) Executive Director's Report
Nothing new to report.

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

9) Future Agenda Items –

10) Next Meeting – November 6, 2018, 6PM

Motion: To adjourn at 6:32PM.
(Aptowitz/McElligott); all in favor; unanimous.

Respectfully submitted,
Betty Peter



Signature of District Secretary



Date of Acceptance