

**MFN Regional Wastewater Meeting
December 4, 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
Robert Brown, R.E. Brown & Company
Renee Gauthier, Secretary

1) Approval of Meeting Minutes (11-6-18)

Discussion:

Motion: To approve Meeting Minutes of 11-6-18.
(Trowbridge/Pacella); all in favor; unanimous.

2) Update of Construction Projects

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

Lee said the project is wrapping up. He explained an incident that occurred last Tuesday when the contractor's staff mistakenly started to remove a live transformer that feeds power into the site. Chris Rositer noticed and was able to warn them to stop before anyone was injured. National Grid had to turn power off at the street. MMED tested the wires and was able to get one (1) of the switches at the transformer working and also

provided the price to replace switchgear and replace the lines. The contractor brought in a second emergency generator and has agreed to pay for damages.

Dave Young said the load test for infiltration basins required by DEP is ongoing very well, pumping in 0.5 million gallons per day for six (6) days, then ramped up to 1.0 million gallons per day, and for the past week, they pumped 1.5 million gallons per day of effluent. With all the rain we've been getting as well as what has been pumped in, the groundwater table has gone up a little, but nothing significant, which is great news. Diane asked if it is possible to sustain that higher level for future increased capacity for additional capacity. Dave said, yes, but they would need to do additional testing and permitting. Also, they would have to look at the long term implications of how discharging on the downgradient end would affect things.

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

3) Approval of Contract No. 1 Change Order No. 8

Discussion: Lee provided copy of change order prior to the meeting. Lee said this represents four (4) months-worth of smaller items that needed to be addressed. He also summarized the larger items on the change order.

Motion: To approve Contract No. 1 Change Order No. 8 in the amount of \$74,378.00. (Gallagher/Aptowitz); all in favor; unanimous.

4) Approval of Bills

Discussion:

Motion: To approve Expense Warrant 19-18 in the amount of \$575,630.87. (Gallagher/Pacella); all in favor; unanimous.

Discussion:

Motion: To approve Capital Expense Warrant 19-19 in the amount of \$1,194,360.91. (Gallagher/Pacella); all in favor; unanimous.

Discussion:

Motion: To approve Expense Warrant 19-20 in the amount of \$66,775.12. (Gallagher/McElligott); all in favor; unanimous.

5) Community Updates

a) Mansfield

Nothing new to report.

b) Foxborough

Nothing new to report. Chris Gallagher said he spoke with a buyer who is purchasing 2 Hampshire Street, explained the buyer was looking to tie into Mansfield sewer line that runs in the industrial park. Chris spoke with Rick Alves regarding possible sewer tie in for the existing office building, which is currently on septic. Developer is also considering building an additional building on land there as well. Lee said he is concerned about any sewer connection if it is to the existing sewer line that runs by hotel and Copeland Drive. He explained that the additional flow to that line could be an issue as that line has already experienced problems with flows.

c) Norton

Nothing new to report. Mike said Norton has an opening for new Water and Sewer Superintendent, as Bernie Marshall has resigned.

6) Review of FY2018 MFN Audit – Bob Brown

Draft Audit Report provided prior to meeting. Bob Brown of R.E. Brown & Company said audit went well. Highlights were regarding large upgrade going on; There is FY'18 \$1,184,921 in free cash. He said the reconciliation went well; the MFN records are in good order. Jess asked if there was a breaking down of \$32,000,000 of current debt, Bob said yes, it is listed in the report. John said \$31,000,000 will become permanent debt as outlined in report and Lee said the Phase II Improvements are also included in the total \$32,000,000.

Motion: To approve the FY 2018 MFN Audit as presented.
(Trowbridge/Gallagher); all in favor; unanimous.

7) Approval of Energy Conservation Lighting Improvements

Discussion: Lee provided copy of proposal in the amount of \$26,040 from Energy Conservation, Inc. prior to the meeting. The company representative went through plant with Chris Rositer. A pre-approved incentive rebate from National Grid in the amount of \$4,850 has been received, which will be paid to Energy Conservation, which lowers the project cost to \$21,190. Lee stressed the contractor is required to pay and provide prevailing wage sheets for the job. He said that National Grid paid for study, and we propose to pay for the lighting improvements out of the operating budget.

Motion: To approve Energy Conservation, Inc. contract for electrical energy saving lighting improvements in the amount of \$21,190.00.
(Trowbridge/Gallagher); all in favor; unanimous.

8) Approval of Transformer Replacement by MMED

Discussion: Lee provided copies of the estimate from MMED prior to the meeting. Pricing was also sought from Ewing Electric, which did not include everything that would be needed to complete the project, yet it still would have been approximately \$130,000. Lee said DEP required a letter from counsel regarding SRF in order to use MMED and use the SRF project funding for this work. Mike Trowbridge clarified that he and Jess are Electric Light Commissioners, so they will refrain from discussing and voting. Mike Yunits inquired if this price included everything, Lee said yes. Rich inquired who owns the transformer either MFN or National Grid; Lee explained that it is MFN owned and maintained.

Motion: To approve MMED contract for transformer replacement in the amount of \$55,718.73.

(Gallagher/Pacella); Trowbridge and Aptowitz abstained; all in favor.

9) Review Proposed FY 2020 Budget

Discussion: Lee provided copy of proposed budget prior to the meeting and went over the highlights. John handed out the revised version and explained scanned version had older version of info. Lee said taxes went down because former Kok as building is gone. He said on Mansfield side, decrease was on the employee benefits. Other post-employment benefits (OPEB), John explained that Mansfield is working to build up to cover the amount covered, John said report required every two (2) years by actuary. Mike asked when it can be taken out and John explained it can't be taken out until the liability is fully funded, which isn't likely any time soon. Jess said it has to be funded, or bond funding will be affected.

Lee pointed out the breakdown of allocation of costs at the bottom of front page ties into cost table CDM Smith prepared. SRF Loan CW-15-25-A (0% loan) in the amount of \$27,070,950.00 has been bonded. This covers the Phase II Improvements and enhanced treatment.

SRF Loan CW-15-25 (2% loan) in the amount of \$11,338,787.00 has not been bonded yet. The Trust has agreed that we will only have an interest payment in FY 2020; the first principle payment will be due July 15, 2020 (FY 2021). The final amount of the loans is expected to decrease slightly when the project is fully closed out.

10) Reconsideration of Retained Earnings Use (Requested by Mansfield)

Discussion: Lee said this has been discussed a couple of times. He explained Mansfield is in the process of a sewer rate study and that he met with three (3) of the Mansfield MFN Commissioners and Town Manager to review the options to minimize sewer rate increases for Mansfield; this will also help minimize rates for Foxboro and Norton. John put together a new spreadsheet, keeping the annual increases to three (3) percent. He explained that the projected surplus is assuming that there would be no turn-backs, although likely there will be some money turned back at end of year. Lee said this is reviewed annually. John said the \$1.7 million is due in July 2019 and therefore all three (3) communities need to pay by the very beginning of July in order for MFN to make the July payment.

Motion: To approve Retained Earnings Use to reduce the total budget billed to the communities and lower the annual percentage increase to three (3) percent yearly for the next five (5) years.
(Trowbridge/Pacella); all in favor; unanimous.

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

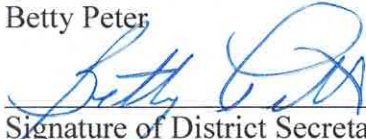
12) Any Items Not Anticipated 48 Hours Prior To This Meeting

13) Future Agenda Items –


14) Next Meeting – January 8, 2019, 6PM

Motion: To adjourn at 6:50 PM.
(Aptowitz/Gallagher); all in favor; unanimous.

Respectfully submitted,
Betty Peter



Signature of District Secretary



Date of Acceptance