

**MFN Regional Wastewater Meeting  
January 7, 2020**

**MEETING MINUTES**

COMMISSIONERS PRESENT: Mansfield: Michael Trowbridge, MFN Secretary  
Mansfield: Jess Aptowitz  
Mansfield: Matthew Teixeira  
Norton: Mike Yunits, MFN Chairman  
Norton: Diane McElligott  
Foxboro: Chris Gallagher, MFN Vice Chairman

EXECUTIVE DIRECTOR: Lee Azinheira

COMMISSIONERS ABSENT: Foxboro: Richard Pacella

GUESTS PRESENT: Chris Rositer, MFN  
Renee Gauthier, Secretary

- 1) Approval of Meeting Minutes (12-3-19)  
Discussion:

**Motion:** To approve Meeting Minutes of 12-3-19.  
**(Trowbridge/Aptowitz); 5 in favor; McElligott abstained.**

- 2) Update of Construction Projects

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

Discussion: Lee explained Change Order No. 10 will be the final money change order. He stated that there may be one additional change order, but that one will be referring to time, not money. Lee said total cost of the project was lower than the projected estimate and amount approved for the project.

- 3) Approval of Contract No. 1 Change Order No. 10

**Motion:** To approve Contract No. 1 Change Order No. 10 in the amount of \$60,329.00.  
**(Trowbridge/Aptowitz); all in favor; unanimous.**

4) Approval of Bills

Discussion: Diane inquired why a washing machine was need; Chris Rositer explained it was for laundering parts of uniforms not covered by uniform rental contract.

**Motion:** To approve Expense Warrant 20-11 in the amount of \$266,374.55.  
**(Trowbridge/Aptowitz); all in favor; unanimous.**

**Motion:** To approve Expense Warrant 20-12 in the amount of \$83,206.32.  
**(Trowbridge/Aptowitz); all in favor; unanimous.**

5) Community Updates

a) Mansfield  
Nothing new.

b) Foxborough  
Nothing new.

c) Norton  
Mike Yunits stated that the Blue Star Business Park has gone from interceptor toward highway and traffic from detour hasn't been bad.

6) MFN FY2019 Audit Review and Approval – Robert Brown

Discussion: Robert Brown provided hard and electronic copy of report and gave a quick summary of the findings. He stated that the audit went well; everything seems to be in order. He explained that the loans from the Massachusetts Clean Water Trust became finalized. Lee said there should be some type of reduction within the next year or so and the final amount will go down; he explained that although the whole amount was borrowed, the MFN did not spend all of it and once closed out, there will be a reduction in the total amount borrowed.

**Motion:** To approve Audit as presented.  
**(Trowbridge/Aptowitz); all in favor; unanimous.**

7) MFN FY2021 Budget Discussion and Approval

Discussion: Lee said totals are exact same as emailed, but breakdown may differ. Foxboro's share of variable costs is higher from last year due to increased flow. Lee said they are still waiting for some information from Norton before the exact numbers can be finalized. The changes are based on increase in flows. Chris Gallagher said the 40B units are almost completely built out, and also some other small new connections have increased Foxboro's flow. Diane asked Lee what numbers are needed from Norton; Diane explained

the person who normally provides this information may be out for a prolonged period of time due to family illness. Lee said they will go with best info they have. Mike Yunits inquired what other changes in numbers; Lee explained all percentages are per the agreement; other than variables, all other numbers will remain the same.

The motion was read and Chris Gallagher stated that the numbers did not seem correct, thought they should be lower. Jess said there should be a reduction in the assessment number due to the amount coming out of retained earnings. The amount was amended to \$5,712,032.

#### **FY2021 MFN Budget Approval Motion:**

**Motion:** “I move that the sum of Five Hundred Five Thousand Dollars (\$505,000.00) be hereby appropriated from MFN Wastewater District Retained Earnings, Forty-Five Thousand Seven Hundred Sixteen Dollars (\$45,716.00) be hereby appropriated from MFN Wastewater District Septage and Earnings on Investments Revenues and Five Million Seven Hundred Twelve Thousand Thirty-Two Dollars (\$5,712,032.00) be hereby appropriated from assessments to MFN Wastewater District member Towns according to the percentages as set forth in the attached document entitled “**MFN WASTEWATER DISTRICT FY21 BUDGET SYNOPSIS**”, for a total to be appropriated of Six Million Two Hundred Sixty-Two Thousand Seven Hundred Forty-Eight Dollars (\$6,262,748.00), to defray the expenses of the MFN Wastewater District for the ensuing 12-month period beginning July 1, 2020.”  
**(Trowbridge/Aptowitz); all in favor; unanimous.**

#### **8) Discussion Regarding MFN Treasurer**

Discussion: Lee stated that he met with the Kevin Dumas, Mansfield Town Manager and Matt Violette, Mansfield Town Accountant last week and explained that it was decided due to the current software conversion to Munis, Matt would not be ready to start the transition until July; therefore John Stanbrook will close out the fiscal year. Lee said Joe Cove, MFN Counsel will draft a basic contract for John. Lee stated the John Stanbrook has meetings on Tuesday nights, so he will not be able to attend meetings unless they are held on a different evening.

Diane inquired if Matt was going to get some training from John to take over the position as MFN Treasurer; Lee said Matt would receive training during the interim from John and there would be an overlap of pay to both during that training period.

#### **9) Executive Director’s Report**

Lee explained that he provided a copy of the by-laws in the electronic packet so all communities would have them. He stated that per the by-laws, the MFN Treasurer is voted in and remains until replaced by the MFN Commission.


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

11) Future Agenda Items –

12) Next Meeting – February 4, 2020, 6PM

**Motion:** To adjourn at 6:33 PM.  
**(Trowbridge/Aptowitz); all in favor; unanimous.**

Respectfully submitted,  
Michael Trowbridge

  
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Signature of District Secretary

FEB. 4, 2020  
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Date of Acceptance