

**MFN Regional Wastewater Meeting  
December 1, 2020**

**MEETING MINUTES  
(VIRTUAL MEETING – GOTOWEBINAR)**

COMMISSIONERS PRESENT: Mansfield: Michael Trowbridge, MFN Secretary  
Mansfield: Matthew Teixeira  
Mansfield: Jess Aptowitz  
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: Chris Rositer, MFN  
Kevin Dumas, Mansfield Town Manager  
Matthew Violette, Mansfield Town Accountant  
John Stanbrook, MFN Treasurer  
Joseph Cove, MFN Counsel  
Renee Gauthier, Secretary

**1) Approval of Meeting Minutes (11-2-20)**

Discussion:

**Motion:** To approve Meeting Minutes of 11-2-20.  
(Trowbridge/Gallagher); all in favor; unanimous

Roll Call Vote:

Yunits – Yes  
Trowbridge – Yes  
Aptowitz – Abstain  
Teixeira – Yes  
Pacella – Yes  
Gallagher – Yes

## 2) Approval of Bills

Discussion - Warrant 21-11:

**Motion:** To approve Expense Warrant 21-11 in the amount of \$543,198.12 and to authorize the Executive Director to be the only signature required for the warrant. (Trowbridge/Aptowitz); all in favor; unanimous

Roll Call Vote:

Yunits – Yes

Trowbridge – Yes

Aptowitz – Yes

Teixeira – Yes

Pacella – Yes

Gallagher – Yes

## 3) Community Updates

a) Mansfield  
Nothing new.

b) Foxborough  
Nothing new.

c) Norton  
Mike Yunits stated that the West Main Street sewer project has been completed and the schools have been tied into the new main.

## 4) MFN Treasurer Discussion

Discussion: Lee stated that he had invited Kevin Dumas, Mansfield Town Manager and Matt Violette, Mansfield Town Accountant to the meeting for the discussion about MFN Treasurer's position and the extension of Operation Agreement. Kevin greeted everyone and expressed gratitude for invitation. There was a discussion about how John Stanbrook, former Mansfield Town Account became the MFN Treasurer and that at some point Matt Violette would take over those responsibilities. Kevin expressed that the working relationship with the MFN has been good and that it would wonderful to keep it going forward. Lee explained that the change in MFN Treasurer time line may not be until July 1, 2021 due to staffing changes and that way John would close out current fiscal year and Matt would take over from there. Mike Yunits inquired if Matt had a chance to talk to John at all about the position and responsibilities; Matt said had not had a chance as of yet to speak at length but that he would like to; John stated that he has full confidence in Matt being able to step right in and take over. Mike Yunits suggested Matt come back in the new year after he has had a chance to review the requirements for the MFN Treasurer.

Joe Cove, MFN Counsel stated he just wanted to give a reminder of how important it is that the bond payments are made in a timely manner and the collection of the District payments needs to be received from other towns in time to get payment out. Lee said they would have an overlap about three (3) months prior to the closeout and John will continue to remind everyone. Matt thanked him and said he will be sure to get the details regarding that and other important matters from John. Joe also said that Matt will need to have a fidelity bond for MFN aside from the one (1) for the Town of Mansfield.

5) Management and Operations Agreement

Discussion: Mike Yunits opened the discussion regarding the MFN extension of contract, but said the length of the extension has not been set yet. Lee suggested not going too short on the contract length as time goes by quickly. Diane gave a reminder that at the last meeting it was suggested that a sub-committee be set up for the contract negotiations and there was support of a 15-year extension, with an opportunity to review during that time frame. Mike Yunits asked for volunteers; Diane said she would like to participate, Chris Gallagher volunteered as representative for Foxboro and Matt Teixeira offered for Mansfield. Lee said he would set up an online meeting for the sub-committee and would send an email to check everyone's availability.

6) Draft FY 2022 MFN Budget

Discussion: Lee stated that the budget is draft, nothing is 100% set yet. He pointed out that two (2) years ago, he and John Stanbrook, MFN Treasurer worked on the five (5) year plan, he stated that total budget is within \$7,000, that the expense side is set, a little moving around. On the operations side, a lot is contractual which is what the increases are. He said the budget is keeping within the retained earnings, remain in a good financial position. He stated that if we can keep it going in that direction, it would be great. Mike Yunits inquired about what the big change in the professional services line item was for; Lee said it was for the post closure monitoring of the sludge landfill cells required by DEP. Mike Yunits inquired when the budget needed to be approved; Lee said he believes by January because it needs to be sent to all of the MFN Communities. Mike suggested any questions be emailed to Lee.

7) Executive Director's Report

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

9) Next Meeting – Tuesday, January 5, 2020, 6 PM.

**Motion:** To adjourn at 6:30 PM.  
(Trowbridge/Aptowitz); all in favor; unanimous

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Trowbridge – Yes

Aptowitz – Yes

Teixeira – Yes

Pacella – Yes

Gallagher – Yes

Respectfully submitted,  
Michael Trowbridge

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

1/5/21  
\_\_\_\_\_  
Date of Acceptance