

**MFN Regional Wastewater Meeting  
JUNE 1, 2021**

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

COMMISSIONERS PRESENT: Mansfield: Michael Trowbridge, MFN Secretary  
Mansfield: Matthew Teixeira  
Norton: Mike Yunits, MFN Chairman  
Norton: Diane McElligott  
Foxboro: Richard Pacella

EXECUTIVE DIRECTOR: Lee Azinheira

COMMISSIONERS ABSENT: Foxboro: Chris Gallagher, MFN Vice Chairman  
Mansfield: Jess Aptowitz

GUESTS PRESENT: Joseph Cove, Legal Counsel  
Robert E. Brown II, Auditor  
Matt Violette, Mansfield Town Accountant  
Chris Rositer, MFN  
Renee Gauthier, Secretary

**1) Approval of Meeting Minutes (5-4-21)**

Discussion: Diane requested to amend the May minutes with the clarification to read June 22<sup>nd</sup> being Norton's last meeting before the bills are due.

**Motion:** To approve Meeting Minutes of 5-4-21, as amended.  
(Trowbridge/Pacella); all in favor; unanimous

Roll Call Vote:

Yunits – Yes  
McElligott - Yes  
Trowbridge – Yes  
Teixeira – Yes  
Pacella – Yes

## 2) Approval of Bills

Discussion - Warrant 21-22:

**Motion:** To approve Expense Warrant 21-16 in the amount of \$511,131.11 and to authorize the Executive Director to be the only signature required for the warrant. (Trowbridge/Pacella); all in favor; unanimous

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Trowbridge – Yes

Teixeira – Yes

Pacella – Yes

## 3) Community Updates

a) Mansfield  
Nothing new.

b) Foxborough  
Nothing new.

c) Norton  
Nothing new.

## 4) MFN Audit Presentation – Robert E. Brown II

Discussion: The MFN Audit Report was provided to MFN Commission prior to meeting for review. Robert E. Brown II presented audit findings and stated that there was a net plus of revenue and the records are in good shape. Mike Trowbridge inquired if there was a management letter with the report and Mr. Brown said there was not. Mike Yunits suggested anyone with questions, could submit them to Lee and they would be answered.

**Motion:** To accept the MFN Audit Report.  
(Trowbridge/McElligott); all in favor; unanimous

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Trowbridge – Yes

Teixeira – Yes

Pacella – Yes

5) MFN Treasurer – Discussion and Appointment Vote

Discussion: Mike Trowbridge inquired if with Matt Violette using the new Munis software, would it be easier to use for providing reports; Lee explained that Matt is already entering all the information into Munis for the FY 2022 budget.

**Motion:** I move that the MFN Regional Wastewater District Commission appoint Matthew Violette, the current Town Accountant for the Town of Mansfield, to serve as the MFN Regional Wastewater District Treasurer effective July 1, 2021, with the responsibility to perform all necessary and expected duties associated with the position of Treasurer and as further described in the bylaws of the Mansfield Foxboro Norton Regional Wastewater District and its Agreement of Association and the Management and Operations Agreement between the MFN Regional Wastewater District commencing July 1, 2021 or act in any manner relative thereto.

(Trowbridge/Pacella); all in favor; unanimous

Voted: That the MFN Regional Wastewater District Commission appoint Matthew Violette, the current Town Accountant for the Town of Mansfield, to serve as the MFN Regional Wastewater District Treasurer effective July 1, 2021, with the responsibility to perform all necessary and expected duties associated with the position of Treasurer and as further described in the bylaws of the Mansfield Foxboro Norton Regional Wastewater District and its Agreement of Association and the Management and Operations Agreement between the MFN Regional Wastewater District commencing July 1, 2021

(Trowbridge/Pacella); all in favor; unanimous

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Trowbridge – Yes

Teixeira – Yes

Pacella – Yes

6) Fruit Street Generator Update and Approval

Discussion: Chris Rositer explained that he and staff are still looking at different generator models; He has been working with a representative from Milton-Cat and looking at models with low hours in the low \$30,000's. Mike Trowbridge inquired how much a new generator would cost; Chris stated around the \$40,000 range depending on the size and emissions. Mike inquired about warranties for the used models and Chris said the warrantee on the new would most likely be better than the used model. Chris explained that the older models seem to last longer, which was why he was looking into purchasing a used generator. Lee told Mike Trowbridge that he had seen the one they may purchase, it was used for Town Meeting to run the lights. Chris said there should be enough money to purchase a generator this year due to the \$8,000 that has been paid from the insurance company and the balance would come from the surplus funds in heat line item. Mike Yunits suggested that if the cost of a

used model is close to that of new, then it makes sense to buy the new generator; Chris agreed. Lee stated that he anticipated a contract would be signed by end of June and would like a vote to allow the purchase. Diane suggested that a stipulation to cap the expense to no more than the balance of heat budget line item.

**Motion:** To approve the purchase of a replacement generator for the Fruit Street Lift Station for no more than \$40,000.  
(McElligott/Trowbridge); all in favor; unanimous

Roll Call Vote:

Yunits – Yes  
McElligott - Yes  
Trowbridge – Yes  
Teixeira – Yes  
Pacella – Yes

7) Website Development Update and Approval

Discussion: Lee reminded the Commission that this was discussed at prior meeting and had been left for a vote until the end of year to be sure there was funding available. He stated that there was enough left in the engineering services line item to move forward with the design and development of the MFN website. Lee explained that CDM has provided a quote to design and develop the MFN website and will train some of the Plant personnel to update the site.

**Motion:** To approve the contract with CDM in the amount of \$12,500 for the design and development of the MFN website.  
(Trowbridge/Pacella); all in favor; unanimous

Roll Call Vote:

Yunits – Yes  
McElligott - Yes  
Trowbridge – Yes  
Teixeira – Yes  
Pacella – Yes

8) Executive Director's Report

- MFN Bill Payment Reminder

- MFN Commissioner Reappointment Reminder

Lee inquired if Rich Pacella had been reappointed by Foxboro and Rich said he had been. Mike Trowbridge told Lee that he would find out at June 2<sup>nd</sup> Select Board meeting if he would be reappointed to the MFN Commission. Mike Trowbridge stated he had to leave meeting for another.

Lee stated that he was unsure if virtual meetings would be allowed to continue once the state of emergency was lifted. Joe Cove stated that he thought the current position was to allow virtual meetings because not everyone is vaccinated, so they may continue to be allowed. Diane stated that the emergency order was set to be lifted on June 15<sup>th</sup>, but it didn't appear to specify if it would be required to go back to in person meetings.

Lee inquired if everyone would be ok to continue with online meetings and the consensus was yes.

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

10) Next Meeting – Tuesday, July 13, 2021, 6PM.

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

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Teixeira – Yes

Pacella – Yes

Respectfully submitted,  
Michael Trowbridge

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

7/13/21

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Date of Acceptance