

**MFN Regional Wastewater Meeting
September 6, 2022**

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

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

EXECUTIVE DIRECTOR: Lee Azinheira

COMMISSIONERS ABSENT: Norton: Diane McElligott

GUESTS PRESENT: Chris Rositer, MFN
Joe Cove, MFN Counsel
Matt Violette, MFN Treasurer
Joshua Reinke, Interim Mansfield DPW Director

1) Approval of Meeting Minutes (8-11-22)

Discussion:

Motion: To approve Meeting Minutes of 8-11-22.
(Trowbridge/Gallagher); 2 abstained; 4 in favor; Motion passed.

Roll Call Vote:

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

2) Approval of Bills

Discussion - Warrant 23-04:

Motion: To approve Expense Warrant 23-04 in the amount of \$599,400.82 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
Trowbridge – Yes
Aptowitz – Yes
Teixeira – Yes
Gallagher – Yes
Pacella – Yes

3) Community Updates

a) Mansfield

Nothing new.

b) Foxborough

Nothing new.

c) Norton

Mike Yunits reported that Norton advertised the bike trail project. He requested that Chris Rositer to remind the trucks going to the plant not to use Hill Street, as Hill Street residents have submitted a petition to ban truck traffic. Chris said a notice was issued to the trucks coming into the plant; but he would hand out notices again. Lee said if it is septage haulers, they can ask, but cannot make them not use Hill Street, as some septage trucks are coming from pumping septage in Norton.

4) MA Department of Revenue MFN Free Cash Approval

Discussion: Matt Violette said free cash was approved quickly by the State. The amount is a little lower compared to the prior year, as some of the free cash has been used for projects. Overall, he thinks the free cash number is a good amount. Lee said the 5-year projection he and Matt presented earlier is still close to the actual numbers. Matt stated that it might be getting to the point of needing to issue revenue anticipation notes, particularly for the debt service due in July due to low cash flows. Lee said that he does not recommend the MFN may keep higher retained earnings for the sole purpose of cash flow at certain times of year and increasing expenses to the communities, as it is only for the short term when this debt services need to be paid and cash flow is low. Matt stated that it comes down to the fact that the money coming into the MFN is on a quarterly basis, so if cash flow is low at certain points, we may have to consider short term notes. Lee stated that end of year budget numbers were provided in the meeting packet. Some of the budget lines are over, such as electric and sludge. Chris said this year has been dryer, so plant flows could be trending

lower which would lead to reduced costs for electricity, chemicals and sludge. Lee said they will hold off on purchasing the new vehicle that was originally budgeted for this year in order to minimize the impacts to the budget. We will wait until closer to the end of the fiscal year to propose a budget amendment to address increased expenditures due to price increases and some extra costs in other areas.

Motion: To Approve the MFN Free Cash Certification in the amount of \$1,174,877.00.
(Trowbridge/Aptowitz); all in favor; unanimous.

Roll Call Vote:

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

5) Vote to Approve Appropriation for Past Year (FY2022) Bills

Discussion: Lee said they had a couple of bills from the prior fiscal year that came in late and needed to have free cash approved prior to paying them.

Motion: Move that the sum of forty-four thousand, four hundred and twelve dollars and 54 cents (\$44,412.54) be hereby appropriated from MFN Wastewater District Retained Earnings, to fund FY2022 past year bills Warrant FY22-25
(Trowbridge/Aptowitz); all in favor; unanimous.

Roll Call Vote:

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

6) Approval of FY2022 Warrant – Past Year Bills

Discussion - Warrant 22-25:

Motion: To approve Expense Warrant 22-25 in the amount of \$44,412.54 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
Gallagher – Yes
Pacella – Yes

7) Sewage Testing for Covid

Discussion – Lee stated that the Mansfield Board of Health had approached them regarding sewage testing for Covid, as there is some grant money available. The cost of testing would be covered under the grant and the MFN staff would collect the samples and send the out for testing; The test results would go to Health Department. He stated that he believed that the Mansfield Health Agent was also going to reach out to Foxboro and Norton. Mike Trowbridge inquired how the numbers from essentially four (4) communities would be of any use; Lee said they are using it as just an indicator. Mike inquired if there was much work required on the plant’s part; Chris thinks that they are looking for MFN to take samples, but was not sure about the data and how that was going to be handled or by whom. He assumes the samples will be taken by plant staff and sent out. Mike asked if he knew the frequency this was going to be required; Chris said he believes two (2) to four (4) times per week. Mike asked if the samples were going to be sent to the Mass Department of Health or to a lab for testing; Chris said he thinks samples would be packaged in coolant packaging and sent to testing facility. Jess inquired if we should get more info first before we commit to it. Lee said they will get more information as to what will be required of the plant from the health agent and would update later. He just wanted to make MFN Commission aware of the possibility.

8) Executive Director Report

Discussion:

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

10) Next Meeting – Tuesday, October 4, 2022, 6 PM.

11) **Motion:** To adjourn at 6:23 PM.
(Aptowitz/Trowbridge); all in favor; unanimous.

Roll Call Vote:

Yunits – Yes
Trowbridge – Yes
Aptowitz – Yes
Teixeira – Yes

Gallagher – Yes
Pacella – Yes

Respectfully submitted,
Jess Aptowitz



Signature of District Secretary

10/4/22

Date of Acceptance