

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

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

COMMISSIONERS

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

EXECUTIVE DIRECTOR: Lee Azinheira

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

GUESTS PRESENT: Chris Rositer, MFN
Joe Cove, MFN Counsel
Josh Reinke, Interim DPW Director
Renee Gauthier, Secretary

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

Discussion:

Motion: To approve Meeting Minutes of 11-1-22.
(Trowbridge/McElligott); all in favor; unanimous.

Roll Call Vote:

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

2) Approval of Bills

Discussion - Warrant 23-11:

Motion: To approve Expense Warrant 23-11 in the amount of \$33,667.00 and to authorize the Executive Director to be the only signature required for the warrant. (Trowbridge/McElligott); all in favor; unanimous.

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Trowbridge – Yes

Teixeira – Yes

3) Community Updates

a) Mansfield

Nothing new.

b) Foxborough

Nothing new.

c) Norton

Mike Yunits stated that Norton received a grant of \$320,000 to begin sewer design on Elm Street.

4) Approval of Agreement Re: Former Reilly Field and APR

Discussion: Joe Cove stated he spoke with Mr. Reilly and now he does not want an Agricultural Preservation Restriction (APR); he just requested that he be allowed to continue to use the field for haying for the remainder of his life. Joe suggests that Commission approve giving Mr. Reilly a re-affirmation to allow his farming of the land as long as he continues to maintain the property for the remainder of his life and that he continues to name the MFN District as additionally insured on insurance policy. Upon his death, property will belong to the MFN unreserved.

Motion: To approve agreement for the former Reilly Field and APR to allow the Director to sign the re-affirmation of the agreement. (Trowbridge/McElligott); all in favor; unanimous.

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Trowbridge – Yes

Teixeira – Yes

Pacella – Yes

5) Review of Draft FY2024 MFN Budget

Discussion: Lee stated the biggest change to this proposed FY2024 MFN budget is in the expense budget, which was driven mainly by the increase in chemical costs, sludge processing due to increased septage treatment and electricity. Per Lee, he and Matt Violette, MFN Treasurer has reviewed draft and provided minor comments. He said there are still some numbers from Mansfield benefits that will need to be updated when actual numbers are available, but has put in those costs based on the latest information he has been provided. Lee cautioned that MFN may need to be more cautious about retained earnings. Lee explained that he and Matt Violette said that the cash flow could be an issue and that it would be helpful if the communities could pay the first two (2) quarters in July to avoid the need for temporary borrowing. Mike Yunits inquired about the big increase in contracted services; Lee said that is due to the sludge processing, due to combination of increased incoming septage and some due to increased flow. Mike Yunits inquired what the retained earnings is as percent of budget right now. Lee stated that retained earnings is currently \$1,175,000. Matt Teixeira stated there were a couple of typos in spreadsheet and offered to mark up the spreadsheet and Lee said he would update and send to him. Mike Yunits inquired when the budget vote will be; Lee said it would be on January 3rd. Mike Yunits requested updates to spreadsheets and numbers and get it out prior to next meeting. Lee offered to meet with anyone with any questions or concerns.

6) Cyber Protection Insurance

Discussion: Lee said in order for MFN's insurance company to obtain a quote for the cycle protection insurance costs, there is an extensive amount of paperwork to be done. Lee said he wanted to know how the Commission felt about it and if the Commission is in favor of obtaining this coverage, then he would work on getting a quote and come back with the numbers. Mike Trowbridge said the cost of trying to recover the data can be very high, so it may be worth getting the insurance. Diane inquired if we have identified what kind of info would/could be needed, how extensive. Would it cover in the case of ransom or breach of data? Chris Rositer stated that if they obtained a cyber policy, it would cover the cost of ransom situation or any breach of data, damages caused by cyber-attack. He said right now the plant has no confidential information at plant, it all stored through the Mansfield system, everything goes to the Mansfield Town Hall. Also, all emails are Town of Mansfield emails, so the plant is covered under Mansfield. In the current policy, there is a cyber rider, but the question is if it is enough. Diane McElligott was concerned with the sampling history or other data that could be lost. Chris Rositer stated that everything is backed up internally including reportable data for the plant, all that data is in EPA's records, which we could get from them if needed. Joe Cove stated that he had some experience with this and it may be possible that if plant were hacked, some hydraulic flows and electrical surges could be affected and that could endanger the function of the plant. Chris Rositer stated that they looked at that scenario also, but it was determined that all the equipment is controlled by computer, but they can be bypassed and run by hand at plant within a couple of minutes. Joe Cove inquired about the safety of the power supply; Chris Rositer said the power is supplied through relays with power company and also generators. All of the plant employee email addresses are on the Town of Mansfield network and the plc's that control the equipment are

separate. Mike Yunits requested that Lee get the information and report to the Commission once obtained.

7) Executive Director Report

Discussion: Lee said Chris Rositer noticed a crack on the steel beam that supports the mixer and is working with CDM to get it repaired. Mike Yunits inquired if it was warranty; Lee said that at this time MFN is not paying as it was likely either a calculation error or faulty equipment.

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

Discussion:

9) Next Meeting – January 3rd

Discussion:

10) Motion: To adjourn at 6:35PM.
(Trowbridge/McElligott); all in favor; unanimous

Roll Call Vote:

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

Respectfully submitted,
Jess Aptowitz



Signature of District Secretary

01/31/23

Date of Acceptance