

**MFN Regional Wastewater Meeting
March 1, 2022**

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

COMMISSIONERS PRESENT: Mansfield: Michael Trowbridge
Mansfield: Matthew Teixeira
Mansfield: Jess Aptowitz, MFN Secretary
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
Joe Cove, MFN Counsel
Josh Reinke, Interim DPW Director
Matt Violette, MFN Treasurer
Renee Gauthier, Secretary

1) Approval of Meeting Minutes (2-1-22)

Discussion:

Motion: To approve Meeting Minutes of 2-1-22.
(Trowbridge/Aptowitz); all in favor; unanimous.

Roll Call Vote:

Yunits – Yes
McElligott - Yes
Trowbridge – Yes
Aptowitz – Yes
Teixeira – Yes
Gallagher – Yes

2) Approval of Bills

Discussion - Warrant 22-15: Lee stated wire transfer was done for SRF loan payment. Matt Violette explained that the debt payment was due today, so it needed to be sent.

Motion: To approve Expense Warrant 22-15 in the amount of \$836,337.17 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

McElligott - Yes

Trowbridge – Yes

Aptowitz – Yes

Teixeira – Yes

Gallagher – Yes

3) Community Updates

a) Mansfield

Nothing new.

b) Foxborough

Chris Gallagher stated that Foxboro has begun working on the SSO plan that needs to be in place by 7/6/22. The plan requires contacting public and posting information within two (2) hours of discovering sewer overflow. Chris Rositer stated they have working on the response plan for the MFN plant as well; he explained posting would be done on MFN website, but they would be required to do more if there is any interruption at plant to treatment.

c) Norton

Nothing new.

4) MFN Long Term Expense Projections

Discussion: Matt Violette put together a spreadsheet of the long-term expense projections which was included in packet. As shown on spreadsheet, the debt service for phase I improvements comes off in 2029. Once debt is paid down, the Commission may want to consider starting a capital upgrade fund. Matt stated that this does not take into account what may be available in excess revenues; Lee stated that they believe the excess may offset the MFN's share of the acquisition of easements and appraisal costs for the right of way in Norton.

5) Trail/MFN Parcels in Norton

Discussion: Lee provided condensed information of the appraisal reports for the Norton parcels with a cost breakdown. Diane McElligott inquired about differences in the cost per square foot for the appraisals. Lee offered to send the full report for their review and offered to discuss further if anyone had questions. Mike Yunits suggested if anyone had comments or question, to submit them to Lee. Jess inquired the total cost of \$300,000; wondered if the balance would be Norton's expense and if Norton had funding in place. Mike Yunits stated the money was appropriated at Norton's last Town Meeting. Joe Cove stated that when taking property by eminent domain, it still gives the right to sue for damages, but that he felt it unlikely that anyone would go through the effort to pay for their own appraisal and then suing for additional damages. However, he thought perhaps a contingency should be factored in. Lee inquired if MFN could take that expense from retained earnings for this project and Joe Cove said it would be possible.

6) Executive Director Agreement

Discussion: Lee stated the agreement was drafted by Joe Cove and pointed out his position is already listed in the MFN Operations Agreement. He has already provided a certificate of insurance in the amount of \$1,000,000 and per the agreement his pay would be \$4,000 per month. Diane inquired about paragraph 4, about the insurance, wondering if it makes sense to remove not to exceed. Joe said for underwriting purposes, the insurance companies certify up to a limit and do not exceed that limit. Mike suggested changing the language to read up to \$1,000,000. Diane also inquired about the dates. Lee said the dates matched the Operations Agreement. Diane said the agreement dates were March 2nd through June 30th, terminating on July 1st. Joe suggested he could change it to state termination at the close of business on July 30, 2026. Chris Gallagher inquired about office space and clerical staff; Lee said there is an office at the Plant and the clerical staff would entail current staff for bills and minutes. Jess wanted to clarify if he would be working as a 1099 worker and invoice the MFN with a copy to Mike Yunits for approval and payment. Lee said yes. Joe Cove said he would make the corrections to the agreement and send them out tonight. Lee said he would stop by Mike Yunits office in the morning to sign.

Motion: To approve the Executive Director Agreement which will be effective March 2, 2022 through June 30, 2026 as outlined in the "Employment and Compensation Agreement" as amended.
(Trowbridge/Aptowitz); all in favor; unanimous.

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Trowbridge – Yes

Aptowitz – Yes

Teixeira – Yes

Gallagher – Yes

7) Executive Director's Report

Diane inquired about online meetings, the Executive Order expires end of this month; Mike Yunits stated it has been extended through July. Lee said that there are two (2) Town of Mansfield parcels that he will review with the Mansfield Town Manager and transfer to the MFN, the MFN will then transfer them to Norton.

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

9) Next Meeting – Tuesday, April 5, 2022, 6 PM.

10) **Motion:** To adjourn at 6:37 PM.
(Trowbridge/Aptowitz); all in favor; unanimous

Roll Call Vote:

Yunits – Yes

McElligott - Yes

Trowbridge – Yes

Aptowitz – Yes

Teixeira – Yes

Gallagher – Yes

Respectfully submitted,
Jess Aptowitz



Signature of District Secretary

4/5/22

Date of Acceptance