

**MFN Regional Wastewater Meeting  
October 7, 2014  
MEETING MINUTES**

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COMMISSIONERS PRESENT:     Mansfield: Bill Ross, Olivier Koslowski, Betty Peter  
   Foxboro: Bob Swanson, Richard Pacella  
   Norton: Mike Yunits, Diane McElligott  
   Lee Azinheira, Executive Director

GUESTS PRESENT:             David Young, CDM Smith  
   John Stanbrook, Finance Director  
   Joe Cove, Attorney  
   Lynne Foster, Unibank Fiscal Advisory Services  
   Lisa Barry, Recording Secretary

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**The meeting opened at 6:00 pm at the Mansfield Town Hall**

**Approval of Meeting Minutes (9-02-14)**

**Motion**             To approve minutes from September 2, 2014 (Pacella/Swanson); all in favor; unanimous

**Community Updates**

- a. Mansfield – Nothing new
- b. Foxborough – Working on updates to rules and regulations
- c. Norton – Nothing new

**Debt Assignment Update – Attorney Joe Cove**

There are 3 debt obligations that belong to Mansfield. 2 of them are already going to bonding through the Clean Water Trust; for those two obligations, the loan agreements will need to be amended to change the obligor from Mansfield to the District. Issues that came up, cost to change over obligor and how soon the trust will allow that obligation to be transferred. First loan is 2008 design. Second SRF loan is Phase 1 upgrade construction. The Kok and Reilly properties is the third item. Interim is #4 which will be new debt from the District.

Mr. Cove spoke with the DEP counsel and he assured him that he would be getting back to the Clean Water Trust and give us more detail as to method of reassignment and if there is any cost.

Reiterated to counsel that all three communities under the enabling act have AA+ credit. By exchanging obligors from Mansfield to District they are spreading out the liability of the obligation among 3 highly credited communities.

The trust is aware of this, DEP is aware of this, makes great sense to do this. What method of reassignment they will be comfortable with to accomplish the reassignment of debt is not yet known. The interim loan should be much easier to refinance. Loan agreement, any amendment has to be in the best interest of the bond holders. The cost to the trust for their counsel to review this and cost to accomplish this reassignment are not yet known.

### **Appointment of MFN Treasurer**

**Motion** To appoint John Stanbrook, Mansfield Finance Director/Town Accountant as interim Treasurer until we receive final notice from DOR as to whether or not he can hold treasurer's position and Finance Director's position for the Town of Mansfield (Ross/Swanson). Amended provisional vote to make John Stanbrook to be permanent Treasurer pending the notice from DOR all in favor; unanimous

### **Appointment of MFN Bond Counsel**

Recommend Rick Manley of Edwards Wildman Palmer as Bond Counsel to district already does same for some member towns.

**Motion** To appoint Rick Manley as Bond Counsel (Koslowski/McElligott) all in favor; unanimous

### **Appointment of MFN Financial Advisor**

**Motion** To appoint UniBanc Fiscal Advisory Services as Financial Advisor (Ross/Swanson) all in favor; unanimous

Richard Pacella asked: Are these termed appointments? Lynne Foster wouldn't necessarily term. Joe Cove: generally there is no provision for a term of years in the agreement, generally we appoint counsel at discretion of the board. Unlikely we change counsel. Lynne gave handout of what they do and what they are about.

### **Formal vote to authorize borrowing \$3.8 Million funds for Design of Wastewater Expansion and Upgrades including Effluent Disposal Design**

Motion prepared by Joe Cove (attached)

Discussion:

When bond is ready to be issued, he will send a letter that indicates all the certifications that are needed.

Terms of bonding discussed. When bonds are issued, the board will have to accept bid.

Term cannot exceed 30 years.

Discussed language in Formal Motion about the treasurer being authorized to borrow and not bringing to board. Use boiler plate Notice of sale language for bonds and notes that says the bids

accepted by the treasurer subject to approval by board. With the approval of the board and signature of the chairman. District will short-term borrow in interim as needed.

Bill: In Line 9 insert after the language "and further the district treasurer with the signature of the district chairman" insert after chairman "with the approval of the district commission be authorized to borrow".... **amendment to motion (Bill/Rich) roll call vote, all in favor**

## **FY2016 Budget & Financial Items – John Stanbrook- Mansfield Finance Director**

Going to put on agenda for next month, putting together a draft budget

### **New NPDES Permit issued 9-12-14**

9-12-14 EPA finally issued a new NPDES permit. Was issued in the MFN Regional Wastewater District name so there are 3 co-permittees now in the towns of Mansfield, Foxboro, Norton. Permit limits contesting phosphorus number for a while but went back to a less stringent number. Plan has been based on this and schedule matches agreement, it's good for 5 years.

### **Approval of Engineering Contract for Sludge Landfill DEP required testing**

Lee: Talked about doing some work at the sludge landfill and get some closure, we've had some meetings with DEP, they came back with some testing they want done at the landfill.

Dave Young: Sampling of underdrain system and some of the surface waters that one of the systems discharges to, making sure there isn't any cross contamination. Proposed a lesser quality cap, it's much cheaper to do that for the district.

**Motion** To approve engineering contract in amount of \$19,400  
(McElligott/Koslowski) all in favor; unanimous

## **CIC Grant – Discussion and Approval**

This Friday 10/10/14 is due date, missing some information from member committees; need rate info and number of sewer users they have in each community; looking for design money, \$500,000 requested to help offset rate increases during the design phase to get to construction phase;

**Motion** To authorize the executive director and chairman to sign grant application for CIC grant (Ross/Pacella) all in favor; unanimous

## **MFN Logo/Seal**

Discussed seals submitted by students. Would like to ask the students to develop into larger detail. Likes seeing the town names; seal adopted by December. Consensus on two finalists, Lee to request that they each resubmit with same language in each.



## **Miscellaneous Commission Procedures**

### **Meeting information- Paperless??**

Lee: discussed prices of iPads; no special software needed. Lee is looking into prices for next meeting. Three members need iPads.

### **Can Executive Director execute contracts below a certain value with copies to MFN Commissioners?**

Lee's recommendation was ability to sign contracts up to \$25,000.00

**Motion** To execute contracts in the sum up to \$25,000 applies to anything up to \$25,000.00; (Ross/ Koslowski) all in favor; unanimous

### **Commission Website**

Future meeting

### **Any Items Not Anticipated 48 Hours Prior To This Meeting**

None

### **Future Agenda Items**

### **Adoption of MFN Commission Bylaws**

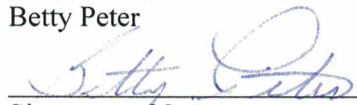
### **Vote on SRF Debt Reassignment**

### **Next Meeting – November 4, 2014**

Reschedule due to Election Day for Monday, Nov 3.

**Motion** To adjourn at 7:08 (Koslowski /Pacella) all in favor; unanimous

Respectfully submitted,  
Betty Peter

  
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Signature of Secretary

  
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Date of Acceptance