

Foxboro Board of Water and Sewer Commissioners

Meeting Minutes

December 8, 2014

Members in Attendance: Michael Stanton, Chairman, Richard Pacella, Vice-Chairman
Robert Garber, Clerk
Others in Attendance: Roger Hill, DPW Director; Robert Worthley, Superintendent
Chris Gallagher, Sharon Wason

The meeting was called to order at 7:00 p.m. by Chairman Stanton.

Matters Discussed:

Conceptual Zoning Articles

The Board discussed conceptual zoning with Sharon Wason.

Information and Technology

This is ongoing. The plans are being scanned and Chris will speak with Aaron regarding the GIS and make sure that the new office space is wired properly from the onset.

Office Space on Oak Street

Roger Hill met with ModSpace on Friday December 5, 2014. ModSpace was very cooperative and it looks like the final price will be between \$400,000 and \$450,000 and that will include furniture. The whole building will be handicapped accessible. The schedule will show completion within 10 weeks of signing the contract. He will not sign the contract until the Board has an opportunity to review the final plans and the contract. Roger is looking to begin the foundation work by the end of February or mid-March.

Outdoor Advertising

Mike Stanton is trying to catch up with Bill Keegan to get an update.

Rules and Regulations

The Rules and Regulations will be on line and advertised on December 8, 2014. The hearing can be in 4 weeks. We will look to have the new Rules and Regulations in place by February 2015.

Water and Sewer Issues

Discussion regarding Chestnut Street surveying.

An advertisement is ready to be published for the engineering bids for the work on Rte. 140.

The work for the Maintenance of the Reservoir has been advertised in the Central Register.

Miscellaneous

The Board will meet again on Monday, December 15, 2014 and ask Attorney Steven Madus to come in to give the Board a status update on the various issues he is working on.

Robert Garber requested that there be a line item for the budget in the Board's agenda.

There was a discussion with regard to the payroll processing for the Water Department.

Upon motion of Richard Pacella and seconded by Michael Stanton, it was unanimously voted to accept the November 24, 2014 meeting minutes

Upon motion of Richard Pacella and seconded by Michael Stanton, it was unanimously voted to adjourn at 8:35 p.m.

Respectfully Submitted,

Suzanne L. Zinni

These minutes of December 8, 2014 were approved on December 22, 2014



Robert T. Garber, Clerk

MFN Regional Wastewater District

6 Park Row, Mansfield, Massachusetts 02048

Executive Director

Lee Azinheira, PE

December 4, 2014

Town of Foxborough
Mr. Michael P. Stanton, Chairperson
Board of Water & Sewer Commissioners
40 South Street
Foxborough, MA 02035

Re: MFN Regional Wastewater District Draft FY 2016 Budget

Dear Members,

In accordance with section 6.2 of the Agreement establishing the MFN Regional Wastewater District, I am formally transmitting an attached copy of the draft FY 2016 MFN Operating Budget.

In accordance with the Agreement, the MFN Commission will adopt the budget at their January meeting and the FY 2016 assessment shall be certified by the District Treasurer to the Treasurer of each member Town prior to February 1, 2015.

If you have any questions, please do not hesitate to call me at 508-261-7462.

Sincerely,



Lee Azinheira, PE
Executive Director

LA/rg

TOTAL FY16 EXPENDITURES		FY16 Budget
Variable Expenses		\$919,000.00
Misc. Other Expenses		\$508,701.00
Reserve Fund		\$50,000.00
Capital Outlay		\$18,400.00
Debt Service		\$1,202,851.00
Intergovernmental Assessments		\$200,000.00
Mansfield Management & Operations Charges		\$1,322,645.00
FY16 MFN Wastewater District Budget		\$4,221,597.00

TOWN BREAKDOWN OF EXPENDITURES				
	Mansfield	Foxborough	Norton	Total
	\$643,300.00	\$188,395.00	\$87,305.00	\$919,000.00
	\$320,786.85	\$106,928.95	\$80,985.20	\$508,701.00
	\$31,530.00	\$10,510.00	\$7,960.00	\$50,000.00
	\$11,603.04	\$3,867.68	\$2,929.28	\$18,400.00
	\$758,517.84	\$252,839.28	\$191,493.88	\$1,202,851.00
	\$126,120.00	\$42,040.00	\$31,840.00	\$200,000.00
	\$834,059.94	\$278,019.98	\$210,565.08	\$1,322,645.00
	\$2,725,917.67	\$882,600.89	\$613,078.44	\$4,221,597.00

Expenditure % Breakdown	Mansfield	Foxborough	Norton	Total
Variable Costs % Breakdown	70.00%	20.50%	9.50%	100.00%
Fixed Costs % Breakdown	63.06%	21.02%	15.92%	100.00%

MFN WASTEWATER DISTRICT FY16 BUDGET			AS OF 12/02/14				
		FY16 Budget	FY16 Budget				
Acct. No.	Account Name	Source Amount	Preliminary	Notes			
521001	Electricity	\$280,000.00	\$280,000.00	Variable			
521003	Heat	\$95,000.00	\$95,000.00				
523001	Sewer/Water Charges	\$2,400.00	\$2,400.00				
524001	R&M Bldgs & Grounds	\$5,000.00	\$5,000.00				
524007	R&M -Equipment	\$10,000.00	\$10,000.00				
527000	Rentals & Leases	\$16,576.00	\$16,576.00				
529009	Contract Serv. Support	\$460,000.00	\$460,000.00	Variable			
529010	Annual Maint. Contracts	\$30,000.00	\$30,000.00				
529011	Line Maintenance	\$2,000.00	\$2,000.00				
530000	Professional/Technical	\$16,200.00	\$16,200.00				
530006	Engineer/Architectural	\$90,000.00	\$90,000.00				
530008	Training Seminars	\$3,500.00	\$3,500.00				
530009	Accounting/Auditing	\$10,000.00	\$10,000.00				
530010	Legal Fees	\$15,000.00	\$15,000.00				
530011	Advertising	\$400.00	\$400.00				
530236	Treas/Coll. Direct Bill	\$0.00	\$0.00				
534001	Telephone	\$9,000.00	\$9,000.00				
534003	Postage/Delivery	\$500.00	\$500.00				
534005	Printing	\$500.00	\$500.00				
542000	Office Supplies	\$3,000.00	\$3,000.00				
543000	Bldg/Equipment Supplies	\$7,000.00	\$7,000.00				
545000	Custodial Supplies	\$4,000.00	\$4,000.00				
546000	Groundskeeping Supplies	\$2,575.00	\$2,575.00				
548000	Vehicular Supplies	\$3,500.00	\$3,500.00				
548001	Motor Fuel	\$5,000.00	\$5,000.00				
553003	Tools	\$2,500.00	\$2,500.00				
553006	Chemical Supplies	\$179,000.00	\$179,000.00	Variable			
553007	WPCF Supplies	\$22,000.00	\$22,000.00				
558006	Uniforms/Protective Gear	\$7,500.00	\$7,500.00				
558011	Operating Supplies	\$14,000.00	\$14,000.00				
558012	Books/References	\$500.00	\$500.00				
570000	Miscellaneous	\$0.00	\$0.00				
571000	Transportation	\$50.00	\$50.00				
573100	Professional Development	\$2,000.00	\$2,000.00				
574001	Property Insurance	\$70,000.00	\$70,000.00				
574004	Workers Comp Premiums	\$21,000.00	\$21,000.00				
578013	Outside Real Estate Taxes	\$35,000.00	\$35,000.00				
578014	Industrial Pre-Treatment	\$3,000.00	\$3,000.00				
2	Total Expenses	\$1,427,701.00	\$1,427,701.00				
579000	Reserve Fund	\$50,000.00	\$50,000.00				
3	Total Reserve Fund	\$50,000.00	\$50,000.00				

MFN WASTEWATER DISTRICT FY16 BUDGET		AS OF 12/02/14				
		FY16 Budget	FY16 Budget			
Acct. No.	Account Name	Source Amount	Preliminary	Notes		
585000	Non-Vehicular Equipment	\$9,400.00	\$9,400.00			
585010	Office Equipment	\$9,000.00	\$9,000.00			
5	Total Capital Outlay	\$18,400.00	\$18,400.00			
591105	WWTP Phase I Design	\$75,000.00	\$75,000.00			
591108	WWTP Upgrades-SRF	\$596,191.00	\$596,191.00			
591109	Land Acq. A#29 5/10-SRF	\$46,451.00	\$46,451.00			
591110	WW Effluent Disposal	\$0.00	\$0.00			
591111	Pine St. Land Acquisition-SRF	\$50,615.50	\$50,616.00	20 Years at \$1.012M		
591112	WWTP Phase II Design	\$0.00	\$0.00			
6	Subtotal Debt Principal	\$768,257.50	\$768,258.00			
591605	WWTP Phase I Design	\$35,306.25	\$35,307.00			
591608	WWTP Upgrades-SRF	\$169,301.41	\$169,302.00			
591610	Land Acq. A#29 5/10-SRF	\$19,736.31	\$19,737.00			
591611	Pine St. Land Acquisition-SRF	\$20,246.20	\$20,247.00	20 years, \$1.012M, 2% int		
591612	WWTP Phase II Design	\$0.00	\$0.00			
592501	Interest on Notes	\$150,000.00	\$150,000.00	Pay back int on BANS		
592502	Registration/Cert. Fees	\$40,000.00	\$40,000.00	SRF Fees		
7	Subtotal Debt Interest	\$434,590.17	\$434,593.00			
6&7	Total Debt Service	\$1,202,847.67	\$1,202,851.00			
569001	MFN Payment to Norton	\$200,000.00	\$200,000.00			
8	Subtotal Intergov'tal Assess.	\$200,000.00	\$200,000.00			
990	Transfer Out-WWTP Budget	\$1,323,639.76	\$1,322,645.00			
	TOTAL FY16 MFN	\$4,222,588.43	\$4,221,597.00			

WWTP MGT & OPS CHARGES FY16 BUDGET			AS OF 12/02/14	
		FY16 Budget	FY16 Budget	
Acct. No.	Account Name	Source Amount	Preliminary	Notes
511001	Management	\$135,866.18	\$134,869.00	
511002	Supervisory	\$220,578.17	\$220,579.00	
511004	Secretarial/Clerical	\$11,714.77	\$11,715.00	
511005	Public Works Services	\$315,806.14	\$315,807.00	
512001	Seasonal Services	\$5,000.00	\$5,000.00	
513001	Scheduled OT	\$37,000.00	\$37,000.00	
513002	Unscheduled OT	\$60,000.00	\$60,000.00	
514006	Longevity	\$4,000.00	\$4,000.00	
514007	Sick Leave Incentive	\$0.00	\$0.00	
514008	Out of Grade Pay	\$1,960.00	\$1,960.00	
514009	SCADA Differential	\$23,020.00	\$23,020.00	
514010	Personal Servs. Adjust.	\$8,000.00	\$8,000.00	
519005	Unused Sick Buyback	\$5,000.00	\$5,000.00	
519008	Physical Fitness	\$500.00	\$500.00	
519011	Unused Vac. Buyback	\$10,000.00	\$10,000.00	
1	Total Personal Services	\$838,445.26	\$837,450.00	
		FY16 Budget		
Acct. No.	Account Name	Source Amount		
511001	Hackett	\$100,772.52		2 day accrual + 1%
511001	Azinheira	\$35,093.66		2.5 day accrual
511001	Management	\$135,866.18		
511002	Rositer	\$71,138.24		
511002	Weir	\$66,338.40		
511002	O'Neill	\$76,986.08		
511002	Collins	\$6,115.45		2% and 2 day accrual
511002	Supervisory	\$220,578.17		
511004	Barry	\$1,893.70		2% and 2 day accrual
511004	Cutillo	\$9,821.07		
511004	Secretarial/Clerical	\$11,714.77		
511005	Bridges-Plant	\$24,975.81		2 day accrual
511005	Bridges-Computer	\$22,810.11		
511005	Stewart	\$60,364.80		2 day accrual
511005	Boliver	\$61,580.48		2 day accrual
511005	Moles	\$52,123.84		2 day accrual
511005	Titus	\$49,264.38		2 day accrual
511005	Weber	\$44,686.72		2 day accrual
511005	Public Works Services	\$315,806.14		

WWTP MGT & OPS CHARGES FY16 BUDGET		AS OF 12/02/14		
		FY16 Budget	FY16 Budget	
Acct. No.	Account Name	Source Amount	Preliminary	Notes
517000	Employee Benefits	\$401,194.50	\$401,195.00	5% incr. as placeholder
4	Total Employee Benefits	\$401,194.50	\$401,195.00	
530225	Accounting Indirects	\$35,000.00	\$35,000.00	
530267	Bldg Contracts & Procurement	\$25,000.00	\$25,000.00	
9	Total Indirects	\$60,000.00	\$60,000.00	
596008	Transfer to OPEB Trust	\$24,000.00	\$24,000.00	\$84K is yearly increase
990	Total Transfers Out	\$24,000.00	\$24,000.00	
	TOTAL FY16 WWTP & OPS	\$1,323,639.76	\$1,322,645.00	