

Minutes
NWSWD Executive Committee Meeting
March 4, 2015

The Executive Committee of the Northwest Vermont Solid Waste Management District held a meeting on Wednesday March 4, 2015 at the District Offices, 158 Morse Drive Georgia, VT at 4:00 PM.

Chairman Bill Rowe called the meeting to order at 4:00 PM.

Supervisors Present:

David Clark, Fletcher
Barry Kade, Montgomery
James Lintereur, Bakersfield
Bill Rowe, So. Hero
Dave Supernault, Sheldon

Supervisors Absent:

Terry Anderson, Isle La Motte	Chris Leach, Swanton
W.G. Cioffi, City of St. Albans	Pierre Letourneau, Enosburg
Luke Choiniere, Highgate	Amy Mashtare, Alburgh
Vincent Hickey, Berkshire	Mary Robinson, Richford
David Jacobs, No. Hero	Jaime Tibbits, Fairfield
Paul Lambert, Georgia	Al Voegele, St. Albans Town
John Lawrence, Grand Isle	

Others Present:

John Leddy, Executive Director
Pam Bolster, Business Manager

Executive Committee Agenda

1) Discussion: Supervisor Meeting Attendance.

The board discussed possible options for a letter to be sent to Town Select Boards in relation to appointed supervisors who do not attend meetings. A question arose as to when a supervisor's position is considered vacant. The NWSWD Charter states that a supervisor will hold a three year term and until their successors are duly appointed. Discussion ensued about this statement. A charter change was suggested and will be explored. Also discussed was referencing an acceptable rate of attendance at the meetings within the letters sent. Discussion ensued. Mr. Rowe will work with Ms. Bolster to construct an acceptable letter prior to the end of March.

2) Discussion: Board of Supervisors Meeting Schedule for the Coming year.

It had been decided that the board will have meetings in the following months for a total of six per year. It states that in the charter that meeting schedules will be determined at the organizational meeting in April. At that meeting the board will confirm the meeting schedule and further discuss how to implement the new meeting schedule. Discussion arose about whether to keep it on a monthly schedule and cancel any meetings not needed or to post the meeting schedule in town offices and if in that case does the meeting still need to be publically warned ?

4) Discussion: Committee's, Committee Meetings and Their Tasks.

A discussion of the existing committee's at this time and whether to expand the committees.

Current committees are Executive Committee, Administration Committee, and Operations and Finance Committee which meet as one. A suggestion by Mr. Clark was to have sub-committees under the larger committee to split up some duties. This could work well in particular for the administration committee who seems to have the largest load at this time. A discussion of an Ethics Policy as suggested by our auditor ensued and who should handle this task. This will fall to the administration committee. Ms. Bolster will obtain prior to the next meeting a copy of the VLCT Boiler Plate Ethics Policy for review. Mr. Clark felt we should adopt a general ethics policy and if in finding it does not work long term to work on it at that time.

A discussion of the Drug & Alcohol Policy that the Administration Committee had started work on occurred and Ms. Bolster will obtain the VLCT Updated Drug & Alcohol Policy which they were working on at the time, to allow the Administration Committee to continue work on that.

Another duty suggested for the administration committee is to re-vise the employee annual review form currently utilized.

Mr. Lintereur mentioned ordinance work that needed to be done such as work on the illegal dumping/burning fines that the administration committee had started to work on. Discussion ensued.

Mr. Clark mentioned the review of the SWIP and which committee should work on this. Assignment of this task to the operations/finance committee would be appropriate.

Mr. Rowe noted that at our organizational meeting we need to provide a clear description of what each committee will work on. He also noted that we will ask for volunteers for these committees but will strongly suggest that board members belong to a committee. He also noted that we need better descriptions of the committees work scope. Mr. Clark noted that we should shuffle the executive committee as it is made up of longer term members and he felt that we should be training some new members to be a part of the executive committee.

A review of the current descriptions for each committee was done.

Mr. Kade suggested merging our two ordinances with one set of procedures covering everything. A suggestion to have an ordinance committee to handle charter and ordinance review and changes was made which all were in favor of. It was noted that the tiered fee schedule for haulers will need to be reviewed to

make sure it complies with the new regulations. Discussion ensued. Ms. Bolster will work on providing current descriptions of work the committees will do and provide it to the full board at the April meeting.

Mr. Clark made a motion to move into executive session to discuss a personnel issue at the request of the Fletcher Select Board. They have recommended a reprimand of one of the District employees. Mr. Lintereur seconded the motion, all were in favor and the motion passed.

The executive committee moved out of executive session at 5:55 PM.

The Executive Committee meeting adjourned at 6:00 PM. (file c2)