

**Minutes**  
**NWSWD Board of Supervisors Meeting**

**April 5, 2017**

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting on Wednesday April 5, 2017 at the District Offices, 158 Morse Drive Georgia, VT at 6:30 PM.

Chairman Bill Rowe called the meeting to order at 6:35 PM.

**Supervisors Present:**

Dave Bennion, Franklin  
David Clark, Fletcher  
Paul Lambert, Georgia  
James Lintereur, Bakersfield  
Ben Lowell, Highgate  
Tim Green, Richford  
Barry Kade, Montgomery

Carlo Micheli, Swanton  
Jim Richards, No. Hero  
Jaime Tibbits, Fairfield  
Bill Rowe, So. Hero  
Al Voegelé, St. Albans Town

**Supervisors Absent:**

Terry Anderson, Isle La Motte  
Amy Mashtare, Alburgh  
Dave Supernault, Sheldon

Vincent Hickey, Berkshire

**Others Present:**

John Leddy, Executive Director  
Pam Bolster, Business Manager

**Guests:**

- 1) Agenda Review:** Mr. Kade requested additions to the Agenda, 1. A Discussion About open meeting law, Email legislation, as he would like to approach the legislature about this Topic, and 2. Major Policy decision making. Mr. Voegelé asked for an addition to discuss the Charter and the CEO position. A brief discussion occurred. Chairman Rowe, after no objections to these additions, added these topics under new business.
- 2) VOTE: Minutes of the February 1, 2017 Board Meeting:** Mr. Rowe asked for a motion to approve the minutes. Mr. Voegelé made the motion. Corrections needed: Dave Bennion was present; Ben Lowell was not in attendance. Date of 2016 needs to be changed to 2017. All were in favor of approving the minutes with the listed changes – abstentions from Mr. Lintereur and Mr. Kade for non-attendance.
- 3) Public Comment: None**

#### **4) Old Business:**

##### **a) Director's Report:**

Mr. Leddy informed the board of upcoming usable space survey work to move forward with a planning process for our operations here which could show us how to better utilize our space here. Discussion ensued. He explained the NWSWD outreach program NWSWD is doing for St. Albans City, instead of assisting financially with a free collection day. We will be sending out general information, and then throughout the summer if necessary we will be sending out notices of violations.

Mr. Leddy noted that we are sending our second quarterly report for the residential food scrap collection program and noted we are picking up households at a steady rate. The District will conduct outreach this spring to increase participation and noted we are considering expanding beyond the City Line for this pilot program.

Mr. Leddy discussed the town of Fairfax which is not a member of the District. Discussion of our policy for non-District members occurred and ideas of changing the current "no use" policy for non-members. Discussion ensued and will continue at the next board meeting.

##### **b) Financial Reports:**

Ms. Bolster began by telling the board that there has been correspondence to the board email account from Mr. Reynolds, Mr. Ransom and Mr. Fitzgerald and directed the board to the folder that houses this information as well as reminding them that the folder is available at every meeting for anyone who wishes to view the correspondence.

Ms. Bolster directed the board to the P&L and noted that the District is 75% through the fiscal year. She noted that the surcharge income for March is not included as reports from All Cycle have not been received yet but that this typically produces approximately 55K in income. In relation to the SWIP Grant, the second invoice was submitted and funds have already been received. The final invoice is a minimal payment based on our final narrative for the year. This will be submitted shortly. Ms. Bolster stated Income is on target.

On the expense side Ms. Bolster noted the high insurance expense but also noted that the workman's comp audit is scheduled for later in the month and that her anticipation is that some refund will occur. She reviewed personnel line items, reviewed bond payment schedule, discussed fuel and repairs to our trucks, and recycling expenses. Mr. Kade asked about enforcement income, discussion ensued.

Receipts and payments for February and March were reviewed. Drop off site income and expense was discussed and preliminary information for a thorough drop off site comparison was given with a brief discussion. Ms. Bolster will present a more thorough comparison at the next meeting.

Ms. Bolster reviewed briefly the distributed balance sheet.

In AR news Ms. Bolster pointed out that a number of AR issues have been cleared up over the last few months. Ben & Jerry's due to their

new on-line system have some outstanding issues that are being worked through. The Burns outstanding issue was discussed and Ms. Bolster stated that Sylvester's has taken on his debt and will pay an additional amount between \$500 & \$1,000 each month along with their normal monthly payment. Duffy's outstanding balance was again discussed with an update from Ms. Bolster about their latest conversations with her. A further review of all outstanding AR occurred. Mr. Voegelé asked about the number of people on the outstanding AR report for \$10.00. Ms. Bolster explained that this was due to the new residential route with people who have meant their payment obligations. She reviewed the process of determining when their service will be cut due to non-payment. Mr. Kade asked that these be segregated into one line item shown separately from our other operational AR issues. Ms. Bolster stated that she would work on this with no guarantee for its completion by the next meeting.

Drop Off Site comparison data was reviewed including User data, Average Gross Income per ton of trash, both shown through charts. Mr. Lintereur asked that the charts be reversed doing the oldest at the beginning, the newest at the end. Ms. Bolster will accommodate.

## **5) New Business:**

### **a) Review Bids for New Roll Off Truck.**

Mr. Leddy handed out the comparison of the truck choices for our replacement of our Caterpillar. Discussion ensued with information about engine / transmission options and choices. Warranty and resale comparisons were made. The board questioned what other haulers were using. Mr. Leddy provided the information and further discussion occurred. The board asked Mr. Leddy for his recommendation. Mr. Leddy, after a thorough review of all aspects recommends the International.

Ms. Bolster discussed the financing options with some info to come. She asked the board to consider utilizing some of our capital maintenance fund as a down payment and stated that at the next she should have all missing pieces filled in including dealer financing.

### **b) Open Meeting Legislation.**

Mr. Kade reviewed the meeting definition which indicates e-mail would not be considered a meeting. Mr. Kade would like to propose that they change "distributing materials to be discussed at a meeting" as not a meeting to be expanded to include virtually anything that does not equate to a decision or foreclose the possibility of a decision and to add that it be available and be posted on a web site. Mr. Kade would like the board to authorize him to suggest these changes to allow increased email use. Mr. Clark noted that he felt it should be more specific in order for the board to authorize Mr. Kade to act on behalf of the district. Discussion ensued. Mr. Kade will bring it back

to the table at a later date. There is time as this will not come up until the next legislative session.

**c) Major Policy Discussion.**

Mr. Kade noted that in the past the board made major decisions on behalf of the District. He feels that District staff has taken on more of the major decisions and feels slightly uncomfortable with this. Discussion ensued and the suggestion is to discuss and detail the decision making process. Mr. Kade and Mr. Rowe asked that it be added to the agenda for the next meeting.

**d) Charter Discussion.**

Mr. Voegele stated that as he reads the Charter the chairman of the board is the chief executive officer. He does not see day to day oversight by the Chairman of the Board and asks the board to re-think the organization operations. Similar to the major policy discussion above it will be revisited at the next meeting.

**6) Other Business:**

**a) Annual Organizational Meeting of the Board**

**i. Nomination and Election of District Officers for the coming fiscal year. Board Chair, Vice Chair, Treasurer, & Clerk**

Mr. Rowe opened nominations for board chair. Mr. Lintereur nominated Bill Rowe for Chair. Mr. Rowe turned down the nomination. Mr. Rowe nominated Al Voegele for chair. Mr. Rowe asked for other nominations, there were none and nominations were closed. Mr. Rowe asked for the clerk to place one ballot for Mr. Voegele. All were in favor and the motion passed. Special thanks were given to William Rowe for his many years of service as chairman.

Mr. Voegele asked for nominations for vice chair. Mr. Rowe nominated Jaime Tibbits. Mr. Voegele asked for other nominations, there were none and nominations were closed. Mr. Voegele asked the clerk to cast one ballot for Ms. Tibbits. All were in favor and the motion was passed.

Mr. Voegele asked for nominations for treasurer. Mr. Lintereur nominated Mr. Leddy for Treasurer. No other nominations were made and they were closed. Mr. Voegele asked the clerk to cast one ballot for Mr. Leddy. All were in favor and the motion was passed.

Mr. Lintereur nominated Ms. Bolster for clerk. No other nominations were made and they were closed. The chair cast a ballot for the clerk. All were in favor and the motion passed.

**ii. Review Committee Assignments**

Ms. Bolster reviewed the current committee assignments. Volunteers were solicited and non-attendees will be solicited at the next meeting. Current change is adding Jaime Tibbits to the Executive Committee as she is vice-chair.

**iii. Review Terms of Supervisors**

Terms were reviewed and an update given as to open seats and supervisors re-appointed.

**iv. Determine Meeting Schedule for Next Year**

Meeting schedule of Feb., Apr., June, Aug., Oct., Nov. & Dec., seven meetings for the year.

**b) Executive Session – Update regarding pending legal matters:**

Mr. Kade made a motion was made to enter executive session regarding pending civil litigation by Thomas Reynolds a past employee to avoid pre-mature public knowledge which could place the district at a legal disadvantage, under exemption e. Staff members should be including in this discussion. Mr. Lintereur seconded the motion. All were in favor and the motion passed.

**c) Executive Session – Evaluation of Executive Director:**

Mr. Kade made a motion to enter executive session to discuss the annual personnel review of the executive director. General knowledge by the public would place the public body and the employee at a disadvantage. Staff will not be present at this session. Mr. Lintereur seconded the motion, all were in favor and the motion passed.

Executive session entered at 8:42. Executive Session exited at 9:11. No action taken.

Full Board Adjourned 9:11 PM.