

## Minutes

### NWSWD Board of Supervisors Meeting

April 3, 2019

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting on Wednesday April 3, 2019 at the District Offices, 158 Morse Drive Georgia, VT at 6:30 PM.

Vice Chair Jaime Tibbets called the meeting to order at 6:40 PM.

#### **Supervisors Present:**

Terry Anderson, Isle La Motte  
Danielle Choiniere  
David Clark, Fletcher  
Tim Green, Richford  
Barry Kade, Montgomery  
Mike Kemsley, Grand Isle  
Paul Lambert, Georgia  
Leitz, Tom, St. Albans City

Carlo Micheli, Swanton  
April St. Francis, Highgate  
Jaime Tibbits, Fairfield

#### **Supervisors Absent:**

Jennifer Bright, Enosburg  
Amy Mashtare, Alburgh  
Jim Richards, No. Hero  
Bill Rowe, So. Hero

Dave Supernault, Sheldon  
Al Voegele, St. Albans Town

#### **Others Present:**

John Leddy, Executive Director  
Pam Bolster, Business Manager

### **Full Board Meeting**

**1) Agenda Review-Additions/Deletions:** No Changes, Additions or Deletions.

#### **2) VOTE: Minutes of the February 27, 2019 NWSWD Board Meeting:**

Ms. Tibbets requested a motion to accept minutes of /February 27, 2019 as presented. Ms. Anderson had two phrasing corrections which were accepted. Mr. Clark noted a spelling correction, also accepted and corrected. Mr. Green made the motion to accept the minutes with the corrections. Ms. Anderson Seconded the motion. All were in favor and the motion passed. One abstention From Mr. Kade who arrived late.

**3) Public Comment:** None.

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

##### **a) Directors Report:**

Mr. Leddy noted the increase in users and volumes at our drop off Sites, seeing a marked improvement over the last few months, a sign of spring. He noted that in Montpelier the state house has seen a number of bills in relation to solid waste, one related to plastic bags and single use plastic. It was passed today in the senate and still needs to pass the house. No single use plastic bags, no Styrofoam, no straws or single use plastic utensils, as well as a fee for paper bags of .05 cents. They are going to try a pilot plastic bag exchange at a local grocery store. Discussion.

Another bill he is tracking is in relation to household hazardous waste, an extended producer responsibility. Any company selling a product with DOT restrictions or disposal restrictions, they would pay into a fund that helps manage household hazardous waste. This would help to tackle things like household cleaners (bleach, ammonia etc.), auto fluids, etc. The third bill he is tracking would alter the universal recycling law which Mr. Leddy stated seems to be a step backwards. It would remove the mandate for haulers to collect recycling, and remove the composting mandate to collect organics at everyone's house. In July of 2019 every hauler has to offer that service. Mr. Leddy would support this portion if there was another entity offering that service in the area. Discussion ensued.

Mr. Clark started a discussion regarding the large amount of food scraps being collected by the district per person and emphasized education in this area to try to cut down on the food scrap amounts. He suggested the solution of composting closer to home and trying to develop that process rather than hauling food scraps. Develop compost facilities accessible to concentrations of the population to reduce the carbon footprint even further. Discussion. Mr. Leddy stated that at this time last year we had 44 residential compost accounts on our route, today we have 115 households participating. He has set an internal goal of having 200 a year from now and to reduce the administration in relation to this by offering a discount if someone pays for one year in advance.

Mr. Leddy discussed Mr. Domina's enforcement work, noting that he has seen an incredible amount of burn piles ready to be lit. He has spent the last few weeks talking to fire wardens, discussing what is legal and illegal to burn and that they should be instructing permit requestors of these issues. He is working with the Sheriff's Department to try to get them to help with enforcement efforts. Where they have a community contract they will write state tickets for illegal dumping and burning. Mr. Domina will continue to compile evidence and turn it over to them. Mr. Kade suggested talking to the

state about some sort of fine sharing arrangement. Discussion ensued. There was speculation that the Sheriff's department will actually write any tickets.

A brief discussion occurred about the new green up day district procedure for towns and the letter that went out to all. What response has been received has been positive.

## **b) Finance Report:**

Ms. Bolster directed the board to the P&L and stated that at this point of the year we should be at about 75% of income and expense. She noted the over budget amount shown of 27K but also noted that March Surcharge was not in the calculation which would be (based on historical info. for this month) approximately 55K, and as well the commercial compost invoicing for March had not been entered. These bring us approximately 30K under budget.

She reviewed some expense line items that are over budget including legal/audit fees from additional hauler audits she did this year, including the intensive Gauthier's audit of which she found over an 18 month period that they owed the district a little over 11K. She has invoiced them. Brief discussion ensued including an appeal process and that the admin committee should handle the appeal rules. Miscellaneous expenses were discussed.

Ms. Bolster briefed the board on the two most recent property damage claims the district has experienced. Household Hazardous Waste Expenses were discussed and mentioned a smoke detector disposal which cost over 8K. These are smoke detectors that have been collected over the last 3.5 years and we can anticipate this kind of expense every three years or so. We will watch and budget for this. Discussion ensued.

Ms. Bolster reviewed receipts and payments and moved on to outstanding AR. She noted Bertek Systems who have gone out of business and noted she is trying to work with who is believed to be the parent company who states they have nothing to do with Bertek. She will continue to attempt collection on this. She discussed Duffy's and their confirmation of this correct balance and they stated they will be sending a check though it has not been received to date. She discussed Wetherby's and the situation with the new owner as well as the one month they still owe. Mr. Greene stated his wife has been out delivering final bills and Ms. Bolster will contact her after a respectful amount of time as she just lost her husband. She stated that she is assisting the new owner (another Wetherby) with his state and district hauler licensing.

She noted drop off site income and position for this time of the year and stated for the most part drop off site income has been up over last year.

Ms. Bolster noted that she sent out RFP's for audit services and that the proposals are due on April 15, 2019.

**c) Vote: Shall the Board resolve to set aside an amount of \$127,736.00 of allocated surplus funds for the creation of a new Certificate of Deposit with New England Federal Credit Union?**

Ms. Bolster gave some history. At the December 2018 board meeting, 127,736.00 was approved from already allocated surplus to be placed in a CD and authorized the Executive Committee to choose a local bank or credit union to place it with based on rate and other information collected by Ms. Bolster. The executive committee met on February 27, 2019 and authorized that amount to be placed in a 5 year CD with New England Federal Credit Union. She passed out copies of the minutes to the Executive Committee Meeting. The bank requires a board resolution to open the CD. Ms. Bolster explained that this is called a step up CD which gives the option to adjust the rate one time over the course of the CD. Mr. Kade asked that authorization be given to the staff in coordination with the board chair to utilize this option. Discussion ensued. Ms. Bolster then added that the penalty for early withdrawal no matter how long you've held the CD could be six months of interest, though the credit union does have the option to waive the penalty.

Ms. Bolster explained the resolution and that they needed signatures from all board members. She suggested signers being the same as the last time we held a CD which was the Board Chair, Vice Chair, and the Executive Director. She also explained the letter requested stating that the board authorizes the person of the board's choice to open the accounts. She stated that they also have the option to open a member share savings account (normally required but can be waived in this situation). There was no interest in opening this type of account with the credit union.

The board after discussion requires that there be two signatures when conducting any transaction. Ms. Bolster felt that this should not be an issue and the bank could comply.

**Ms. Tibbits read the resolution as above and asked for any further discussion. Ms. Tibbits asked for a voice vote by town supervisor. All present supervisors voted yes exception being Barry Kade, Montgomery who voted present. The vote was a majority and the motion passed.**

**Mr. Kade made an additional motion that Mr. Leddy be allowed to open the account, that the signatories be the Chair, Vice Chair, and Executive Director, and that two signatures are necessary for any transaction regarding this CD and that Ms. Bolster be assigned with the credit union to be the**

**administrator to be able to have on-line access and grant access to review this account and to discuss with the bank any authorized transactions. Mr. Greene seconded the motion, all were in favor and the motion passed.**

**5) New Business:**

**a) Discussion of Jim Lintereur's Resignation and what would be appropriate to honor his 33 years of service.** Discussion.

**b) Nomination and Election of District officers for the coming fiscal year: Board Chair, Vice Chair, Treasurer, and Clerk.**

Ms. Bolster reviewed the current elected officials. Board Chair – Al Voegele, Board Vice Chair – Jaime Tibbits, Treasurer – John Leddy, Clerk – Pam Bolster.

Ms. Tibbits called for nominations for Board Chair. Mr. Leitz nominated Al Voegele. Mr. Lambert seconded the nomination. Mr. Green moved to close the nominations. Mr. Leitz seconded. All were in favor and the motion passed. The board clerk is authorized to cast one vote to fill that position. Ms. Bolster cast the vote.

Ms. Tibbits called for nominations for Vice Chair. Mr. Greene nominated Jaime Tibbits. Mr. Clark seconded. Mr. Green moved to close the nominations. Mr. Kade seconded. All were in favor and the motion passed. The board clerk is authorized to cast one vote to fill that position. Ms. Bolster cast the vote.

Ms. Tibbits called for nominations for Treasurer. Mr. Kade nominated John Leddy for Treasurer. Mr. Greene seconded. Mr. Kade moved for the nominations to be closed. Mr. Greene seconded. All were in favor and the motion passed. Ms. Bolster as clerk was authorized to cast one vote to fill the position and the vote was cast.

Ms. Tibbits called for nominations for clerk. Mr. Greene nominated Pam Bolster for Clerk. Mr. Kade asked for nominations to be closed. Mr. Greene seconded. The board asked for the treasurer to cast one vote to fill the position and the vote was cast.

**c) Review of Committee Assignments:** Ms. Bolster explained the current committees, their areas of focus, and who is currently on each. She then asked for volunteers, emphasizing the need for Administration Committee Members. April St. Francis volunteered for the Operations Committee. Mike Kemsley volunteered for both the Operations Committee and for the Executive Committee. Danielle Choiniere volunteered for the Charter and Ordinance Committee. The board recommends that Dave Supernault be taken off of the two committees he volunteered for last year as he has not attended any meetings and he is not at this meeting to volunteer. Discussion.

**d) Review of Terms of Supervisors:** Ms. Bolster informed the board that she sent out appropriate letters to towns for appointments, re-appointments, and letters in regards to open seats.

**6) Other Business:**

- a) **Discussion: Changing meeting time to 6PM.** Tabled for next meeting.
- b) **Discussion and Vote: Committee Meeting Schedules.** It was suggested that each month that there is no board meeting that a committee meeting be held. It was discussed that we are not holding enough committee meetings. We should try to hold at least two meetings for each committee per year unless of course there is absolutely no business to conduct. Mr. Clark feels it important that there be a regular, scheduled time for each committee meeting. Ms. Bolster suggested that each committee meet to determine what work they need or wish to do this year. The board was in agreement. **Mr. Leitz made a motion that all committee's shall meet once a year at a minimum, elect a committee chair, and should report back to the board about their agenda of work for the year. Mr. Clark seconded the motion. Further discussion asked for a volunteer from each committee to begin this process. Barry Kade will take care of charter ordinance. Jaime will handle Administration. Terry Anderson will handle Operations. Al Voegele will handle finance. All were in favor and the motion passed.**

Ms. Anderson made a motion to adjourn. Adjournment at 8:39 PM