

Minutes
Board of Supervisors
August 3, 2011

The Board of Supervisors of the Northwest Vermont Solid Waste District held its regular monthly meeting on Wednesday, August 3, 2011 at the District Office, 158 Morse Drive in Georgia, VT.

Supervisors Present

Bill Rowe, South Hero – Chair
Jim Tomlinson, Richford
Jim Lintereur, Bakersfield
Bill Cioffi, St. Albans City
Paul Lambert, Georgia

Joyce Tuck, Isle la Motte
Chris Leach, Swanton
Dave Clark, Fletcher

Supervisors Absent

Barry Kade, Montgomery
Gary Lockerby, Alburgh
Pierre Letourneau, Enosburg
Dave Supernault, Sheldon
Dave Jacobs, North Hero

Berkshire – Vacant
Fairfield - Vacant
Grand Isle - Vacant

Others Present

John Leddy, Executive Director

Pam Bolster, Business Manager

7:00 PM – Regular Board Meeting

The Board Chair Bill Rowe called the meeting to order at 7:00 PM.

1. **VOTE: Approval of Minutes of NWSWD Board meeting of May 4, 2011. Mr. Rowe moved to approve the May 4, 2011 meeting minutes as written. Mr. Cioffi seconded the motion. All were in favor of approving the May minutes as written. Minutes approved with Dave Clark abstaining due to absence at that meeting.**
2. Old Business.
 - a. Directors Report: Mr. Leddy began with an issue not included in his director's report. Marjorie Morris, mother of NWSWD driver Shane Morris, and wife of NWSWD drop off site attendant Dave Flanders passed away this weekend. We have covered him for the rest of the week as he will be taking time off for arrangements and for services. Mr. Leddy noted that condolence cards have been purchased. Mr. Cioffi asked if we have a Family Bereavement/Personal Time policy. Mr. Leddy and Ms. Bolster stated that it was 3 days of paid personal time for a death in the family or as approved by the executive director. Mr. Cioffi and the board agreed to allow Mr. Morris additional paid time if more than 3 days were needed.

Mr. Leddy told the board that he attended the Georgia Zoning Board Meeting to explain the intention to extend the hours at the Georgia location to include Saturday's. He had previously spoken with the zoning administrator who had stated that this should be a quick amendment. Mr. Leddy as well explained the expansion of items collected at this location to include household trash, recycling and hazardous waste, this having been included in the originally granted conditional use agreement. Hazardous waste will be collected at the Georgia location by appointment only. He stated that the zoning board determination is pending but it does not appear that there will be objections. Mr. Cioffi noted that nothing should be sent to the state until the appeal period is over.

Mr. Leddy noted that there has been an increase of material at the North Hero Transfer Station partly due to storm clean up but also due to the institution of the E-waste recycling program. He noted that the box van has been filled two weeks in a row with electronics and as well a full trailer having been off loaded with a half load at the site now. Mr. Leddy stated 23 tons of bulky items being collected at this site from April thru June and in just July 18 tons of bulky items have been collected.

Mr. Leddy gave a recap of the Special Collections, reviewing with the board the numbers of participants attending these events. A brief discussion ensued.

He stated that he has been working with the Vermont Solid Waste District Managers Association and the Solid Waste Division of the Agency of Natural Resources to assist in guiding ANR's rewrite of the State Solid Waste Plan and Act 78. A draft was handed out to the board for their review and it was stated that if there were any questions or comments to let Mr. Leddy know and he will bring it back to the group.

Mr. Leddy in conclusion mentioned that in May, Governor Shumlin signed into law a bill requiring manufacturers of mercury-containing lamps to establish and finance a recycling program for spent bulbs for residents and small business. This will provide free disposal of compact and straight tube florescent bulbs to Vermonters and is similar to the E-waste bill signed last year.

Mr. Lintereur asked about quantities generated from the NWSWD Maple Tubing Program. A brief discussion ensued. The program will gain additional exposure from the Department of Agriculture whose intent is to utilize Maple Association channels as informational resources. NWSWD will attend farm/sugaring shows for additional exposure. It is the intent of NWSWD to combine the tubing program with collection of AG Film.

- b. Financial Report. Ms. Bolster directed the board to the final figures from fiscal year 2011. She explained that the final figures had been dissected line by line at the Finance Committee meeting on July 20, 2011, so this will be a brief review of the highlights only. Mr. Cioffi assured the board that the finance committee was quite satisfied with their review.

The FY11 budget planned for a surplus of \$67K, actual will be approximately \$98K with some adjustments anticipated from the annual audit to take place in the next few weeks. Budgeted income was set at \$781K with the actual coming in at \$851K. Mr. Rowe commented that the budgeted income for FY12 was \$901K, higher than what our income was for this year. Ms. Bolster noted in regards to this that although household trash income has decreased with anticipation that the trend will continue slightly though leveling off, that we are making this loss up in other areas, such as our processing and sale of recyclable materials which brought in approximately \$30K. This level of processing was only active for 3-4 months of FY11. Over the course of a full fiscal year will more than make up for the decrease in household trash tonnage. She noted that some changes in programs and some errors made necessitate amendments to the FY12 budget, this to be done sometime in September prior the creation of the FY13 budget. A brief review and discussion of expense line items from FY11 was done. Ms. Bolster mentioned that she felt comfortable in her preparations for the internal audit and was confident that the auditors would be pleased with the number of internal control procedures that have been put in place.

Accounts receivable was reviewed with the two problem hauler accounts having completely cleared their past due balances. She explained that this stemmed from strong correspondence explaining the consequences. NWSWD can no longer carry accounts past due of 60 days or more (accounts already having 45 day terms) of which

the board at the May meeting unanimously agreed upon. If any account is past due 60 days or more without an agreed upon, signed and adhered to repayment schedule, licensing to haul within the district will be pulled with cooperation of Transfer Stations in this regard.

A brief review was done of the first month of the new fiscal year with no questions voiced. Noted was the increase in the North Hero Drop Off site tonnage which has almost doubled.

A review of the checks issued for the month was done with no questions.

3. New Business.

- a. Update of District Staff progress on Data Collection: Mr. Leddy reports that the staff at NWSWD has created systems for the warehouse and drop off sites to capture the accurate data needed to complete accurate comprehensive cost analyses. This includes tracking sheets, the set-up changes within quick books to enable thorough tracking through this program, working with haulers and as well a survey created for Drop Off site users to capture information on their current usage. Mr. Leach mentioned that a TV tour of our facility on channel 17 would be a great educational as well as marketing tool.
- b. Discussion of Forest Management Plan for the Sheldon Property: A brief discussion took place with Mr. Leddy stating that the state feels that Phase I should be implemented with logging taking place this winter. It was decided that the board would like to take a field trip to view the property. Emails will be sent in the attempt to determine a date that works for all.
- c. Committee Meeting Schedule for August 2011: The board discussed the committee schedule and agreed upon the following.
The Administration Committee will meet on Thursday Sept 1, 2011 at 5PM.
Finance/Operations Committee on Thursday Sept 8, 2011 at 4:30, and the Executive Committee will meet on 9/8/2011 at 5 or 5:15 at the conclusion of the finance/ops meeting. The board meeting for September will take place on Wednesday September 14, 2011.

The meeting adjourned at 8:05 PM.