

Minutes
Board of Supervisors Monthly Meeting
August 8, 2012

The Board of Supervisors of the Northwest Vermont Solid Waste District held its regular monthly meeting on Wednesday, August 8, 2012 at the District Office, 158 Morse Drive in Georgia, VT.

Supervisors Present

Bill Rowe, South Hero – Chair
Jim Lintereur, Bakersfield
Barry Kade, Montgomery
Dave Clark, Fletcher
Dave Supernault, Sheldon

Bill Cioffi, St. Albans City
Terry Anderson, Isle La Motte – by phone until 8PM
Paul Lambert, Georgia
Chris Leach, Swanton

Supervisors Absent

Gary Lockerby, Alburgh
Pierre Letourneau, Enosburg
Dave Jacobs, North Hero

Richford - Vacant
Berkshire – Vacant
Fairfield - Vacant
Grand Isle - Vacant

Others Present

John Leddy, Executive Director
Barry Domina, Operations Coordinator

Pam Bolster, Business Manager

7:00 PM – Annual Board Meeting

The Board Chair Bill Rowe called the meeting to order at 7:05 PM.

1. **VOTE: Mr. Rowe asked for approval to the Minutes of the NWSWD Board meeting of June 6, 2012. Mr. Clark motion to approve the minutes as written. Ms. Anderson seconded the motion. All were in favor and the motion passed. Mr. Leach and Mr. Supernault abstained from the vote as they were not present for the 6/6/12 meeting.**

2. Old Business:
 - a. Director's Report. Mr. Leddy noted that the District under the new electronics program collected 157,200 lbs of e-waste, with 138,000 lbs being covered items disposed of by the customer for free. Last year 68,000 lbs of electronics were collected for the same time period. This is quite an increase. In relation to hazardous waste we spent 4K on disposal for a three month period, last year for the same time period we spend 13K, a substantial savings. Mr. Leddy also stated that we were at Franklin County Field Days for compost collection and had a booth for education and outreach. They were thrilled to have us and would like us to assist with their waste planning next year.
Mr. Leddy opted to pass on the balance of the Director's Report and go directly to the Finance Report in light of the additional items on the agenda this evening.
 - b. Finance Report. Ms. Bolster briefly covered the first month of FY13 stating though early in the Fiscal Year, all is on target so far. The new truck has been purchased as well as the new boxes which were budgeted for.
Ms. Bolster noted the price increase for tipping trash at the All Cycle Highgate facility and the efforts to negotiate a lower tipping rate. The tipping rate for the district was lowered from the new price of \$113.69 to \$91.69 (lower than what had been paid prior to the \$113.69 increase which was \$97.51) for MSW, and from \$128.48 to \$106.48 (again lower than the previous tipping rate of 107.23) for C&D. Ms. Bolster and Mr. Leddy met with the All Cycle

representative after the rate had been lowered. In this meeting a possible contract was discussed, All Cycle looking to lock in guaranteed tonnage for their facility. The contract would be based on a chosen index with a 2% increase. This subject is tabled for further discussion at a later meeting. Ms. Bolster and Mr. Leddy stated their satisfaction with the current rate and that as the old rate without a contract held for at least 4 years they do not feel a push at this time to enter a contract based on any index. The topic will be discussed again.

Ms. Bolster alerted the board with acceptance of full responsibility to the fact that when preparing the FY13 budget she did not realize that the skidsteer was to be paid off in July 2012 and budgeted for those payments all year long. She stated that there is some thought as to how to utilize the additional 10K that will be available and that this subject will be brought to the table at a future meeting.

She reviewed outstanding Accounts receivable noting the same problem accounts but that they are still within the lenient guidelines that we have set for them.

Ms. Bolster gave the board a handout with the final figures for FY12. She referred the board to the bottom line figures of the profit and loss stating that The District had planned for approximately 52K in surplus at the end of the fiscal year and that the actual was approximately 102K, almost 50K over what had been planned. She noted that with the numerous changes in program operations this past year that this is an excellent baseline year for analysis. She reviewed line by line both income and expense. Points of interest were the VLCT Education grant utilized for HazWopper Courses and the new structure of the SWIP Grant and the changes in the initial payment structure – no longer allowing for ½ of the total grant funds to be received up front. Sale of Recyclables came in higher than budget though we expected this but we're still cautious with the budgeted figure due to market fluctuation. Trash Income and Surcharge income down slightly as is the expected trend. Special Collections income was down due to changes in the program made after the budget had been completed. Electronics income came in substantially over what had been planned as did compost collection, both new programs in developing stages. Income came in at 96.8% of the budgeted figure. On the expense front, Administration expenses were down coming in at 80.5% of the budget. Personnel came in at 98.6%, Board of Supervisors expenses including Legal and Accounting, Property Taxes and Bond Expenses came in at 94.8%, Building and Equipment Expenses came in slightly higher at 101.8% due to truck mechanical issues prior to the purchase of the new truck, and as well an unexpected expense of repairs to the warehouse door. We completed some budgeted improvements in the warehouse including the ventilation system. Direct Services came in below budget at 72.7%, this due to program changes planned after the budget had been approved.

Recycling/Composting costs came in higher than what had been anticipated partially due to brush chipping costs though all other line items within direct services came in lower than budget. Hazardous Waste Expense came in just shy of budget, Ms. Bolster noted that money was put into the infrastructure of the new Hazardous Waste Program so this expense category should be reduced in the future.

Ms. Bolster reviewed the Profit and Loss for each Drop Off Site showing all income and all expenses in detail for review including staffing costs but not trucking time or costs. She explained that she is working on being able to reflect this on each drop off sites P&L. Noted was the site improvements that were done this year, a new pay hut in Bakersfield, work in North Hero, new signage for all sites etc.

Total income for the year was \$872,551.35 against budget of \$901,642.00, total expense was \$770,563.80 against budget of \$849,390.00.

Ms. Bolster noted for the board that FY12 final figures gives The District an excellent opportunity, now that we see what the newly structured programs within our operations will actually cost, to plan for future growth of The District, new programs, enhancements to existing programs etc.

3. New Business.

- a. Operations Update/Overview – Barry Domina presented a handout package to the Board of Supervisors which helps give an overview of some areas of his position. He began by giving an overview of his role in The District operations from Drop-off sites to Material Sales. He noted the Georgia facility opening it's challenges and successes, his responsibilities in a supervisory capacity at the drop off sites, his oversight of the warehouse operations, as well as his enforcement responsibilities. He explained the operations at the drop off sites, and the education that is provided to the customer. Mr. Domina explained his assistance to member towns such as working with Alburgh, explaining our operations to them, assisting them in successfully expanding their operations as they run their own drop off site while still being a part of The District.

In relation to the warehouse he discussed upcoming projects such as a shower for warehouse staff and for the Hazardous Waste Area.

Mr. Domina included in his package instructions including safety instructions to new staff in employment at the drop off sites. He reviewed the flyers from each site with the board showing the differences in what each site collects. He reviewed the paperwork that is given or is in relation to staff at the sites including the drop off site directives of which he holds all personnel accountable for as well as other paperwork that the staff is given to be responsible for such as the recycling box tracking which is relied upon for trucking purposes and for data tracking by Ms. Bolster. He reviewed the Monthly Operations Site Evaluation Form that he will utilize monthly to make sure that policies are adhered to.

Mr. Domina reviewed our recycling operations, what materials we are recycling, explaining the process for each type of material, where it goes and/or who it is sold to, reviewing as well the most recent market prices received if applicable. He noted the recent drop in recycling prices. His coverage included but was not limited to, Maple Tubing, Tires, Batteries, paper and cardboard, clothing, etc.

Mr. Domina explained the importance of staff training and what has been done to ensure appropriate training such as bringing a drop off site employee to the warehouse for a few days to see how issues at the drop off site effect warehouse operations, ie: customers not properly separating their recyclables.

Mr. Kade asked if the Montgomery Site Certification was complete. Mr. Leddy stated that it was in the works.

A brief discussion ensued about enforcement and towns responsibilities in these matters in addition to the Districts actions to enforce illegal burning and dumping issues.

- b. Discussion and **Vote: Shall the Board approve the Terms and Procedure for withdrawal from the District by member municipalities as proposed by the Administration Committee.** Mr. Leddy explained the reason for the proposed procedures is due to St. Albans Town interest in re-joining the District. They wanted clarification on withdrawal terms. The administration committee at the time of preparing the policy for withdrawal took the opportunity to prepare a clarified policy for towns joining the District as well. Both policies upon their preparation were forwarded to all board members for input as well as a handout being distributed at the meeting. The major clarification for withdrawal is that The District looks at both the assets and the debts of the District in determining if there is responsibility of the town upon their withdrawal from the District. In the past it was perceived by the past Director that upon withdrawal the Town withdrawing would be responsible for their portion of the debt of the District without taking into consideration the District's assets. This policy clarifies this situation. A brief discussion occurred. Mr. Leddy highlighted the changes that were made at the latest administration meeting. A section of language was removed that stated if in the three years after a municipality leaves the District and the District is dissolved that municipality remains responsible for its share of the disillusion of the District. It was removed as every situation that the committee could come up with, a study of the effects of their withdrawal mentioned already in the policy, would cover us. The language was redundant. The last paragraph was added to state that the policy is accepted by the Board of Supervisors as of this date, based on current conditions. The Board of Supervisors may revise this policy as conditions change. All were comfortable

with these changes. A brief discussion on some minor word changes occurred. **Mr. Clark brought forth the motion to approve the terms and procedure for withdrawal as proposed by the administration committee. Mr. Cioffi seconded the motion. All were in favor and the motion was passed.**

Mr. Clark moved that the agreement and the terms of admission for the Town of St. Albans be endorsed by the board as presented by the administration committee. Mr. Leach seconded the motion. A brief discussion on minor word changes occurred. **All were in favor and the motion was passed with the minor word changes.**

Mr. Leddy stated that he would present this to St. Albans Town and imagined that he would attend the September Select-board meeting. He also mentioned to the board that the town of Highgate has contacted him with interest in re-joining the District. Mr. Leddy will keep the board informed.

4. Other Business.

- a. Schedule Committee Meetings for coming the coming month.

The administration decided to continue their Charter and Ordinance work this fall so no administration meeting will be scheduled for August 2012. No other committees had a need to meet in the coming month.

5. Public Comment. None

The meeting adjourned at 8:55 PM.