

**Minutes  
Board of Supervisors  
January 7, 2015**

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held its regular monthly meeting on Wednesday January 7, 2015 at the District Offices, 158 Morse Drive Georgia, VT at 6:30 PM.

Chairman Bill Rowe called the meeting to order at 6:45 PM.

**Supervisors Present:**

David Clark, Fletcher  
Barry Kade, Montgomery  
Jaime Tibbits, Fairfield  
Paul Lambert, Georgia  
John Lawrence, Grand Isle  
Chris Leach, Swanton – via  
phone for voting

James Lintereur, Bakersfield  
Bill Rowe, So. Hero  
Dave Supernault, Sheldon  
Mary Robinson, Richford-via phone  
for voting

**Supervisors Absent:**

Terry Anderson, Isle La Motte  
David Jacobs, No. Hero  
Pierre Letourneau, Enosburg  
Vincent Hickey, Berkshire

Al Voegele, St. Albans Town  
W.G. Cioffi, City of St. Albans  
Amy Mashtare, Alburgh  
Luke Choiniere, Highgate

**Others Present:**

John Leddy, Executive Director  
Pam Bolster, Business Manager  
Sean Breen, BIOFerm Energy

**Monthly B.O.S. Agenda**

**Welcome** – Mr. Rowe welcomed Sean Breen from BIOFerm Energy Systems, visiting to give the board an educational background on anaerobic digestion of organic waste. Introductions to board members were made. Mr. Rowe moved to New Business (3A.) to allow Mr. Breen to begin his presentation.

**3) New Business:**

**A) Sean Bree, BIOFerm Energy Systems. See above  
New Business 3A.** Mr. Breen explained the digestion process, the design of his digester and the economic process that would enable BIOFerm to complete this endeavor. They will build the digester, operate it, finance it based on a contract that sells the

finished product to an organization. Charts and Graphs were presented. The completed product is not considered compost but is compostable and is suitable for garden use producing nitrogen. Good questions were asked by the board. Discussion of how much material to put out enough finished product to operate economically took place. Types of material were discussed as well as the movement of material. He stated and it was discussed that it would take 5000 tons of finished product per year would produce 100,000 gallons of diesel equivalent per year.

Mr. Breen gave background information on the company he works for. Discussion of the industry in general and its current economic state occurred. Uses of the product and where to market it took place.

Mr. Rowe officially called the meeting to order – 7:40PM.

- 1) VOTE: Minutes of November 5, 2014 Board Meeting.** Mr. Rowe called for a motion to approve the minutes as written. Ms. Tibbits contested her attendance shown at that meeting. Ms. Bolster stated she would double check and correct if necessary. Discussion indicated that Ms. Tibbits was not there. Mr. Lintereur moved to accept with that correction. Mr. Supernault seconded. Abstentions from Dave Clark, John Lawrence, and Jaime Tibbits. All else were in favor, motion passed.

Mr. Rowe moved to New Business to accommodate phone attendees.

**3) New Business:**

- c) Discussion and VOTE: Shall the board adopt the draft FY2016 District Administrative Budget (enc. 3) as Warned or amended.**

Ms. Bolster directed the board to the budget in the back of the package. Mr. Rowe asked if there were any amendments to the budget. Mr. Rowe asked for a voice vote to “adopt the draft FY2016 District Administrative Budget as attached (enc 3) as warned. All voted yes and the motion passed.

- d) Discussion and VOTE: Shall the Board set the FY2016 District municipal assessment at \$1.00 per capita based on the most recent census data, with a due date of November 15, 2015, and direct the District Treasurer to issue warrants to member municipalities ?**

Mr. Kade asked for clarification of where the census data comes from. Ms. Bolster responded that it comes from two sources who held identical information both the Vermont Health Department Estimated Population for 2013, the latest information out and the Federal Census Bureau with the same data. Discussion was held. Mr. Clark made an amended motion being more specific as to where the census data comes from. Motion to read:

Shall the Board set the FY2016 District municipal assessment at \$1.00 per capita based on the most recent census data as estimated by The Vermont Department of Health for the year 2013. Mr. Supernault seconded the motion. All were in favor and the motion passed.

- b) Discussion and VOTE: Shall the board authorize District Staff to set aside \$75,000 for a Capital Maintenance Plan and Budget? \$55,000 of the funds will come from a Certificate of Deposit which matures in May 2015 with the remaining \$20,000 to come from a portion of the FY14 Budget surplus.**

Mr. Kade made the motion as stated. Mr. Lambert asked if this was the amount discussed at a previous meeting and in getting confirmation that it was, seconded the motion. All were in favor and the motion passed.

- f) 2014 Schedule Recap and Attendance.**

Mr. Rowe discussed the difficulty the board is having with obtaining a quorum. He asked the board to investigate the possibility of getting those that have attended none or very few meetings over the last year removed as supervisors by the town. He explained having those listed makes it difficult to obtain quorum, increasing the number in attendance needed. All were in favor of discussing that. A suggestion was those that have attended 3 or less meetings. Who to have them resign to was discussed, town, district? Mr. Kade asked that the board look at the charter. Mr. Lintereur also asked that the board explore the facilitation of decisions in the event that we cannot reach quorum such as executive committee privilege. Discussion ensued. Mr. Lawrence asked about the possibility of the use of alternates. This would entail a charter change as it states "the town shall appoint 1 representative to the Board of Supervisors. More discussion ensued.

The board asked the executive committee to meet and explore possible solutions to this issue prior to the next board meeting, making recommendations to the full board at the February meeting. Mr. Clark made a motion that the executive committee meet prior to the next meeting to come up with ideas as to how we might solve the problem of quorum and to discuss any other matters the executive committee would like to discuss. Mr. Lintereur seconded the motion. All in favor and the motion passed. Dates were discussed. Ms. Bolster reminded everyone who is on the executive committee and will send an email to solidify the meeting. It was suggested that the executive committee discuss fee schedules. Mr. Leddy asked for that topic to be discussed at this meeting. The board agreed.

- g) Added Topic - Discussion: Fee Schedule:**

Mr. Leddy asked that before any- body of the board was designated to set or discuss fee schedules that clarification is given in regards to responsibility of pricing as he felt this was an operational function and that District Staff historically has made these types of decisions, including pricing decisions. A

discussion ensued. Timing of the pricing change discussions occurred and the cancellation of the board meeting that further discussions of this topic were going to happen, additional fuel for board attendance / quorum issue discussions. Mr. Rowe stated that he felt that the board needed to set a policy as to the parameters if any of certain types of decisions the executive director will make. Consensus of the board was to put faith in the staff for these issues. Surcharge of Assessment issues will be discussed by the Board.

**e) Possible Executive Session for an update on personnel matters.**

Mr. Rowe asked for a motion to move into executive session. Mr. Kade debated whether an executive session was necessary in this instance. The board felt as a personnel issue it should be executive session. Mr. Lintereur made the motion to move to executive session, Mr. Clark seconded, all were in favor and the motion passed. Abstention from Mr. Kade.

The board moved to executive session at 8:10PM

Mr. Rowed asked for a voice vote to exit executive session, all were in favor. The Board exited executive session at 8:20PM and moved back to the regular board meeting.

**2) Old Business:**

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

Mr. Leddy directed the board to the FY14 Supervisors report. Delivery options to town clerks were discussed and noted. Some discussion of data ensued. The value of comparison data was mentioned and discussed. Disposal rate was discussed as the most important data figure, the one we want to get down, was 3.5 tons a day of waste to for FY14, 3.11 tons a day of waste, or a decrease of 12%. It was suggested that this data be added to the report.

In other news, Mr. Leddy reported good discussions with Savage Gardens about collecting food scraps in the Islands. They showed interest in developing this but would not be able to start anything until the summer. Discussion ensued.

Mr. Leddy reported operations as normal, despite the cold. We have hired an administrative assistant, John Powell.

He reported in drop off site news some neighbor concerns at the Fletcher site. He said that we are working with the Mr. Clark and those concerned.

**b) Finance Report:**

Ms. Bolster said that she had forwarded the board the previous week, a copy of the FY14 audit and reported it had gone very well and if

members had any questions. She asked if the board would like to have the auditor do a phone presentation. The board did not feel it necessary. Mr. Rowe asked the board to consider the auditors suggestion that the board implement four policies – a corporate code of conduct policy, a policy on conflicts of interest, establish a policy of corporate responsibility for financial reporting, and implement reporting mechanisms for fraud, abuse and misconduct. He suggested that the administrative committee should be the one to work on this. Further discussion on getting this meeting together will occur.

Ms. Bolster stated that the State of Vermont Department of Labor UC Division audit is over and things went very well. He was extremely pleased with the documentation and found no issues.

Ms. Bolster reported that in the month of November the District received a nice check for approximately 31,000 dollars (appx. 1600 tons), the surcharge for disposal of railroad ties from St. Albans Town. As well November also brought a large amount of C&D tonnage out of Swanton.

In Accounts Receivable, the collection letters have been prepared by the attorney putting our severely past due haulers on a payment plan, and will go out soon.

**4) Other Business:**

Mr. Kade stated that every public body has a person designated as custodian of public record and would like the board to consider appointing someone. He asked that we discuss this at the next meeting.

**5) Public Comment:** None.

The meeting adjourned at 8:50 PM