

**Minutes
Board of Supervisors
June 11, 2014**

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held its regular monthly meeting on Wednesday June 11, 2014 at the District Offices, 158 Morse Drive Georgia, VT at 6:45 PM.

Vice-Chair Dave Clark called the meeting to order at 6:30 PM.

Supervisors Present:

David Clark, Fletcher
Mary Robinson, Richford
Barry Kade, Montgomery
W.G. Cioffi, City of St. Albans
Paul Lambert, Georgia
Jaime Tibbits, Fairfield
John Lawrence, Grand Isle

Al Voegele, St. Albans Town
James Lintereur, Bakersfield
Dave Supernault, Sheldon
Chris Leach, Swanton
Luke Choiniere, Highgate
Bill Rowe, So. Hero
Vincent Hickey, Berkshire

Supervisors Absent:

Terry Anderson, Isle La Motte
David Jacobs, No. Hero
Pierre Letourneau, Enosburg
Steve Aubin, Alburgh

Others Present:

John Leddy, Executive Director
Pam Bolster, Business Manager

Monthly B.O.S. Agenda

- 1) **Minutes of the Board meeting of May 7, 2014.** Mr. Rowe called for a motion to approve the minutes as written. A correction was requested to change roll out boxes to roll off boxes. Ms. Bolster will correct. Mr. Lintereur moved to accept the minutes as written, Ms. Robinson seconded the motion. All were in favor and the motion passed without opposition.

Mr. Rowe broke from the agenda to welcome and introduce new board members John Lawrence from Grand Isle and Vincent Hickey from Berkshire.

2) Old Business:

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

Mr. Leddy began by discussing our recent personnel issues. Aaron Shepard has been hired as program coordinator who will be focusing on education and outreach. An offer has been made to Rich Backer who has experience in hazardous waste. He as well has composting experience. Mr. Leddy stated that he has accepted the offer but needs to give notice to his current employer. Mr. Kade asked "Is there a job description?" Mr. Leddy replied that currently it is the programs coordinator position which is essentially being divided. He stated that previously all those duties were handled by our previous programs coordinator. Mr. Leddy stated that when time permits he will hone down the details of each position.

Mr. Leddy reported that at the drop off sites we have started collecting at Montgomery and Bakersfield, electronics, tires, refrigerator's, scrap metal, and bulky items so that residents in those areas have opportunity every Saturday to dispose of these items. Aaron Shepard has been working to get the word out about this change. He stated that this has gone well so far and Mr. Lintereur stated that in Bakersfield the residents have been very receptive to this change and collections have been heavy with these types of items. Mr. Leddy said that operationally this change has been very smooth.

Mr. Leddy said that the State Legislature approved a manufacturer driven program for the recycling of all batteries similar to the electronic or the paint program currently running in Vermont. He explained to the board that while rechargeable batteries and lead acid are free to dispose of through us (either costing us nothing or bringing in revenue through sales), there is a high cost to the district for recycling alkaline batteries, passed on to the residents at \$1.00 per pound. This will alleviate district and resident cost. The program will start in July of 2015.

Mr. Leddy noted that the paint program has started allowing for free paint disposal and that we have shipped 20 cu boxes of paint in the last 5 weeks. He noted 75% of the product was latex. Any uncovered paints (ie: spray paints) the district still has to pay for.

He stated that the State's Material Management plan has received approval and it will be executed within the next couple of weeks. Once approved it sets the clock running for one year at which time the District's Material Management Plan will need to be completed. It will be easier to replicate than the old plan and Mr. Leddy stated that being involved in the discussions over the past month will help him and District personnel better understand and how we will meet the new requirements. Mr. Rowe asked if there had been any changes to the requirements from the draft that the board has viewed. Mr. Leddy stated that yes and though he hasn't printed it yet, he has the responses summary (the response to all the comments they received), and one table details out the changes which he stated he would send out to the board. Mr. Leach asked if S208 had passed, Mr. Leddy responded that yes it did pass and closed some loop holes to the plan. To clarify Mr. Leach said that we will have Act 148, S208 and our plan

which will work hand in hand. Mr. Leddy confirmed this and said that the materials management plan dictates things like the amount of education and outreach we need to do, and the amount of services that we offer. He used as an example textile collection which we have been doing for a while and currently are using Planet Aid boxes which meet the requirements. It was noted that Planet Aid has a local re-use program, some are exported, some are used for rags and sound proofing amongst other uses.

A brief discussion ensued about Planet Aid, Good Will and Mr. Leddy's beard removal for household hazardous waste bulking.

b) Finance Report:

Ms. Bolster stated that in the world of finance we are winding down our fiscal year with only ½ of a month left until the end. Income is up, expenses are down. The surplus anticipated will be exceeded which at this point in time is comforting. Ms. Bolster touched on some line items specifically mentioning the compost income and the increase due to taking over the administration of the program. She noted that Mr. Leddy will discuss this in further detail. The Swip grant shows an overage but is due to an audit entry which will need to be reversed at the end of the year. Recycling income shows more income than planned. Trash income is down, expected but trash disposal expense is down as well due to lower trash levels and to a lower negotiated disposal rate with Casella's. Ms. Bolster discussed insurance and the increase due to workman's comp claims, though most of them were small issues one however was a substantial claim costing our insurance company appx. 150K. This claim was not a true safety issue and there was really nothing the District could have done to avoid this. The employee stepped off the baler while twisting and caused some problems to a knee that had a pre-existing condition. The claim was approved then was extended to include problems with a foot. These claims have raised our experience modification which is a point in calculating our workman's comp costs. Our wc insurance has increased 8K for next year. When the FY15 budget was done we were not aware of the extent of incurred cost from this one claim so the increase was not anticipated to this degree. This increase will hold for a three year period and barring no further large claims will not decrease until after that. Ms. Bolster spoke with Mr. Leddy about the possibility of at least looking outside of VLCT for our insurance to see if we can get the expense down a little. She noted as well that our liability insurance increased as well, appx. 3K, a general increase across the board. There are some things that the District may be able to do through VLCT that could help decrease our premiums and which will help to raise the awareness of employees. Mr. Lintereur suggested Osha 10 Training. An Osha safety inspection might help as well. Ms. Bolster said that the District recently had a VLCT safety inspection with only minor issues cited. She stated that the District's operations coordinator is good about having morning safety meeting with the

warehouse crew. Mr. Leddy said that we have discussed increasing communication around safety issues, lifting procedures etc. and standardizing them across all of our sites. Ms. Bolster stated that though an anomaly we are 45% higher in claims than all other municipalities.

Ms. Bolster noted again the purchase of boxes out of the FY14 budget that were not planned on until FY15. Planned had been to purchase 2 new boxes in FY15 but our driver Shane Morris found used 5 used boxes that we could not pass up so although line item is over budget for FY14, there will be no box purchase for FY15.

Ms. Bolster brought to the board members attention a conservative projection as to where it is believed the District will end up at the end of the month.

Ms. Bolster moved on to AR Aging, same two problem accounts.

Returned checks were discussed as there have been many from one of the Districts problem accounts. Liens were discussed as an option.

3) New Business:

a) Executive Session: Personnel Discussion

Mr. Rowe asked for a motion to move into executive session. Ms. Robinson moved to move to executive session to discuss personnel issues at 7:30PM. Mr. Lambert seconded. It passed without opposition.

Executive session closed at 7:50 and the board motioned to move back to the Board of Supervisors meeting at that time.

Mr. Kade moved that Mr. Reynolds be sent a letter by registered mail and by first class mail with proof of delivery, informing him that the executive committee will hold an appeal hearing on Wed. June 25th at 5PM and with a 7 day notification date from the date of mailing that Mr. Reynolds will need to respond in writing or by email letting us know he will proceed with his appeal and will be in attendance. The letter will state that he should bring any and all documentation he wishes to be considered. Any documentation not brought to the meeting will not be considered in the appeal. Mr.

Lintereur seconded the motion and it passed without opposition.

Mr. Rowe commented about the email correspondence discussing this request from Mr. Reynolds. Mr. Kade stated that we should print the emails (procedural discussions) and include them with the minutes.

b) Discussion and Possible Vote: Highfields Center for Composting: Handoff of the Close the Loop Program and Forgiveness of Outstanding Amount Due.

Mr. Leddy has been discussing with Highfields regarding the Close the Loop program administration for quite some time now. We recently had the administration handed over to us, a move that made sense. In the process Highfields has had personnel changes. Nick Gramerci recently called and discussed with Mr. Leddy the future plans of Highfields which included in order to pursue these plans the handing over the entire Close the Loop program to the district including the branding, program materials and

anything associated with such. In return he asked that the District forgive their current debt from our hauling operations. They owe the District appx. 3K. They originally had asked for a proposed franchise fee of 1.5K plus .5K a year for the program and promotional materials. A discussion ensued. Ms. Bolster stated that if we don't do this it could be detrimental to the program as they are not meeting their current obligations to Hudak's or to us and even if they can meet the current obligations, meeting the future obligations will be difficult putting the use of Hudak's for composting in jeopardy as well as potentially getting further into debt for us. Highfields will still be responsible for the current debt to Hudak's but future payments to Hudak's if we do this will stabilize. Doing this as well gives us complete control over the program.

To recap we would be buying out their interest in the program including all materials, branding, the totes, and any equipment currently being used in the program in exchange for the 3K they owe us. Mr. Cioffi asked if there was any way they could start a parallel unit and concluded that a non compete clause be put in the contract. Mr. Kade made a motion to authorize Mr. Leddy to forgive the debt owed by Highfields as long as he can negotiate an agreement to transfer the Close the Loop Program to the District. The motion was seconded by Mr. Lintereur. All were in agreement and the motion is carried.

4) Other Business:

- a) Schedule Committee Meetings for the coming month: Mr. Supernault asked if we could advertise in the Buyers Digest District events and happenings as people still read this publication.

5) Public Comment. None.

6) The meeting adjourned at 8:30 PM