

**Minutes
Board of Supervisors
November 7, 2012**

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held its regular monthly meeting on Wednesday November 7, 2012 in the Board Room at the NWSWD Offices, 158 Morse Drive, Georgia.

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

Supervisors Present:

David Clark, Fletcher
W.G. Cioffi, City of St.
Albans (via phone)
Bill Rowe, So. Hero
Chris Leach, Swanton

Paul Lambert, Georgia
Barry Kade, Montgomery
James Lintereur, Bakersfield

Supervisors Absent:

David Jacobs, No. Hero
Gary Lockerby, Alburgh
Pierre Letourneau, Enosburg
Dave Supernault, Sheldon
Terry Anderson, Isle La
Motte

Vacant, Fairfield
Vacant, Grand Isle
Vacant, Berkshire
Vacant, Richford

Others Present:

John Leddy, Executive Director
Pam Bolster, Business Manager

1. Minutes of September 5, 2012 Board Meeting:

Vote: Mr. Rowe asked for approval to the minutes of the Board meeting for September 5, 2012. A discussion was held regarding corrections to the minutes. Changes discussed and incorporated include re-phrasing of Section 3a (New Business-Discussion) and of Section 1a. Mr. Clark

brought forth the motion to approve the amended minutes, Mr. Cioffi seconded the motion. All were in agreement and the motion was passed.

2. Old Business:

a.) Executive Director's Report:

Mr. Leddy spoke to the board of additional information gained since the last board meeting regarding the town of Highgate and the possibility of their joining the District. He reported speaking to the town administrator three times asking for more information about HHW collections, Enforcement, and Composting. Enforcement was a point of excitement. Mr. Leddy will be attending their next meeting to discuss whatever questions arise from the attendees regarding membership in the District. A brief discussion ensued.

Mr. Leddy stated that The Town of Fairfax, an interested citizen of the town, has requested their select board to allow The District to do a presentation at one of their meetings and they have agreed so that will be upcoming.

Mr. Leddy reported that a couple of changes at the drop off sites have taken place including Mr. Flanders in Bakersfield and Fletcher being terminated.

Mr. Cioffi requested that we move to New and Other Business at this time, suspending the directors report until those have been addressed. All were in agreement.

Continuing the directors report: Mr. Leddy reported that in the recycling market paper has stabilized over the past two months and is expected to stay the same if not rise slightly. The board questioned the expense of our recycling efforts against our revenues from thus and Mr. Leddy stated that though cost analysis had not been done specifically on each commodity and its processing, on a whole our recycling efforts are profitable and we are not running at a loss in that area. A discussion of what exactly should be included in determining these expenses, whether drop off site collection expenses (where material is collected) should be included etc. Mr. Rowe asked if the projections for the FY14 budget take into consideration the lower market prices. Mr. Leddy and Ms. Bolster assured that board that because there is no 100% guaranteed prediction

method of market trends that they will always be conservative in that income line due to that fact.

Mr. Lambert questioned separation at the drop off sites, our efforts to

have residents separate and whether it has been working. Mr. Leddy stated how well this is working and how it has increased efficiency at the drop off site as well as in the warehouse.

Mr. Kade asked for information about The District's efforts with the carton council. A discussion ensued including District efforts concerning storage and processing as well as the commitment of the carton council to take what we will process. Mr. Leddy stating there is excitement about this recycling effort both within the District and within the school systems.

Mr. Leddy said that the District closed it's HHW program for the Season in October and reported that the preliminary numbers and Volumes show that we almost doubled the volume and the GA facility took ¼ of all the volume that we took in. He said the cost was considerably less than what we have paid in the past.

Special collections for the season were briefly discussed with further discussion to continue at later meetings.

Mr. Leddy stated that the drop and swap collected and sent back out over 6 tons of material. It was an incredible day. The interest in re-use is great by many and a good area to focus some of District operations going forward.

b.) Finance Report.

Ms. Bolster said that the District is a month over one quarter of the way through FY13. Everything looks good and seems on target. Mr. Rowe questioned the SWIP grant receipts and Ms. Bolster explained how the grant paid out and when. She covered the two accounts that continue to be a problem and the continuing efforts by the District to get them current. Mr. Rowe questioned the Corcoran bankruptcy payments of the balance owed The District and Ms. Bolster told of her contact with Ms. Corcoran detailing the bankruptcy agreement of their repayment and the exponential increase of their payment amounts based on their business success.

Ms. Bolster directed the board to the handout they received that shows the P&L for each drop off site. She explained that though the board receives this report monthly that as requested she has now added personnel costs to more accurately reflect profit and loss at each drop off site. She then directed the board to the drop off site comparison handout for the past three years. A discussion occurred.

Ms. Bolster discussed the draft FY14 budget with the board. Points of interest and discussion to District income included changes to special collection income and drop off income now becoming an inclusive line item of trash income so The District can see easily our total trash income, she stated to the board that we will always be able to see what income comes through a special collection or from a drop off site, etc. but for total budget line item viewing total trash income is what is of importance for staff and board members to see without additional calculation. Mr. Kade asked about the income from compost collection. Ms. Bolster deferred to Mr. Leddy to explain. Mr. Leddy explained the anticipated changes to the District's involvement in the program, explaining his goal to basically take over the program within our District with his knowledge that Hi-Field's, in initial conversations about this, would support this. He explained that we would still work with them in relation to education, and they still would have involvement but not in the daily operations or administration of the program.

Moving on Ms. Bolster covered the FY14 anticipated expenses of the budget pointing out that the gross wage and fringe benefits expense could change as this is pending further information to the board / finance committee regarding salary increases. The budget for these accounts/line items are the figures that Mr. Leddy has proposed to the board. Mr. Rowe and Mr. Kade questioned whether this budget for personnel included new staff. Mr. Leddy replied that yes it included four new part time staff members for warehouse, compost collection, additional help for drop off sites and hazardous waste. A discussion occurred. She noted that the District's Bond Payment is coming down and that is the reason for the change in expense. She noted the removal of the account/line item of janitorial which she has now included in with building maintenance and improvements. She covered fuel and repairs noting the increase. Mr. Kade questioned the roll off box purchase in the budget. It was explained that the District would like to start hauling their own

boxes for special collections as well as having the additional boxes for drop off site use, to utilize for community activities such as green up day etc. A discussion of box life and upkeep was discussed. Mr. Kade questioned the compost expense increase shown with Mr. Leddy stating that it is due to the anticipated program changes administration expenses but that the income increase is in line with this increase. Ms. Bolster explained that she has removed the mileage account from personnel expenses stating that mileage is a program cost not a personnel cost and that mileage for each program is included within that program, thus explaining as well the addition of an enforcement expense account as the District's anticipation is that enforcement will remain as intensive as it currently is if not increase warranting an account. Mr. Rowe questioned the surplus decrease for the total budget and a discussion ensued. Ms. Bolster explained level funding and though she would like to see large surpluses every year this is not reasonable for ensuring the District's present and future growth. Ms. Bolster stated that this was a solid budget for this focus. The board questioned whether the budget took into consideration the possibility of additional towns joining the District. It was explained that no it did not include this, a discussion occurred and the board asked that District staff be aware of the expenses that this could incur and be prepared.

A final discussion of possible salary increases occurred which will be further discussed upon Mr. Leddy obtaining the additional information that the board has requested. Drop off site pay was discussed and the importance of the people that are our representation, the potential of having salary differentiation between the money person who ultimately supervises the site, is held accountable for the smooth operation of the site and as well is accountable for the money, and the attendant who helps to coordinate, assists the customer as well as keeping the recycling in order. All to be further discussed at the upcoming, though yet undated, finance committee review of personnel salaries.

3. New Business.

a.) Discussion and Vote: Draft District FY2014 Administrative Budget.

Vote: Mr. Kade moved to approve the draft FY14 budget, Mr. Lintereur seconded the motion. Mr. Rowe asked for any additional discussion. None was held. All were in favor of the motion on the floor and the motion passed.

b.) Shall the Board hold a Public Hearing on the Draft FY14 District Administrative Budget on Wednesday December 5, 2012 at 6:30PM at the District Office ?

Vote: Mr. Kade moved to approve holding the Draft FY14 Budget Public Hearing on December 5, 2012 at 6:30PM at the District Office. Mr. Lintereur seconded the motion. All were in favor and the motion was passed.

4. Other Business.

a.) District Health Care Benefit Package.

Ms. Bolster stated that MVP and BCBS Healthcare are the only two organizations in the game for calendar year 2013 and reminded the board that we currently are insured through BCBS. She stated that BCBS has submitted a price increase of 9% for their plans and said that MVP has submitted an increase of 14-15% for their plans. No significant plan changes other than a few small enhancements to plans. Plan increases have not yet been approved by DOFUR (Bishca) but she stated that increases submitted are rarely not approved. She told the board that her suggestion would be to continue with BCBS as the plan worked well both for the District and for the employees.

Vote: Mr. Clark motioned to adopt the BCBS Plan we currently have in place for calendar year 2013. Mr. Lintereur seconded the motion. Mr. Rowe asked for the board to signify their wish to pass the motion by saying aye. All were in favor and the motion was passed.

5. Public Comment: None

6. Adjourn: The meeting adjourned at 9:05 PM