

## Minutes

### NWSWD Board of Supervisors Meeting

August 7, 2019

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting on Wednesday August 7, 2019 at the District Offices, 158 Morse Drive Georgia, VT at 6:30 PM.

Chair Al Voegelle called the meeting to order at 6:30 PM.

#### **Supervisors Present:**

Terry Anderson, Isle La Motte  
Bob Buermann, So. Hero  
Jennifer Bright, Enosburg  
Danielle Choiniere - Alburgh  
David Clark, Fletcher  
Mike Kemsley, Grand Isle  
Paul Lambert, Georgia  
Leitz, Tom, St. Albans City

Carlo Micheli, Swanton  
Jim Richards, No. Hero  
April St. Francis, Highgate  
Al Voegele, St. Albans Town

#### **Supervisors Absent:**

Melissa Dion, Bakersfield  
Tim Green, Richford  
Barry Kade, Montgomery

Greg Stebbins, Sheldon  
Jaime Tibbits, Fairfield

#### **Others Present:**

Pam Bolster, Business Manager

**Guests: Brian Killkelly, Native Energy**

### **Full Board Meeting**

- 1) Agenda Review-Additions/Deletions:** No Changes, Additions or Deletions.
- 2) VOTE: Minutes of the June 5, 2019 NWSWD Board Meeting:**  
Tabled until next meeting for corrections.
- 3) Public Comment:** None.
- 4) Guest Speaker: Brian Killkelly, Director of Project Development for Native Energy.**

Ms. Bolster introduced Mr. Killkelly and gave a synopsis of their organization which is trying to find solutions to reduce farm greenhouse gases to better manage farms manure and excess phosphorous. They are looking for markets to support the financials on their project.

Mr. Killkelly explained the history and current focus of their operations and the

numerous avenues they are pursuing to accomplish the goals of the organization.

## **5) Old Business:**

### **a) Directors Report:**

Directors report was reviewed by the group. Ms. Bolster noted Mr. Leddy's submission of the SWIP to the state and the fact that diversion was calculated for this submission.

### **b) Finance Report:**

Ms. Bolster reviewed the P&L for the first month of FY20 and noted the new line item for the FY20 budget and noted that we are early in the year but things are on track to date. She reviewed drop off sites with emphasis on Bakersfield and Georgia. Receipts and payments are as expected. Mr. Clark asked if things have worked out for the Bakersfield Drop Off Site. Ms. Bolster noted that Mr. Leddy will be attending a select board meeting next week to discuss the options with Bakersfield.

Ms. Bolster did a fairly comprehensive review of the FY19 draft final P&L noting that though not everything was in yet it is very close to completion. She noted the composting income with a focus on the level of education and outreach and reviewed the high dollar line items on both the expense and income side with some comparisons from FY18. HHW income and expense was discussed. Loss of the ability to charge for pesticide disposal was touched on. Personnel Expenses were reviewed. Fuel and repairs to mobile equipment were reviewed. Discussions ensued including tipping expenses and mattress disposal. Outstanding AR was discussed particularly in regards to the Town of Enosburg. The board gave authorization to charge the town interest on their outstanding balance and to reach out to the town supervisor and select board via certified letter. Ms. Bolster noted the purchase of new cash registers for all drop off sites out of this budget. She also noted that drop off sites did really well this year and credited the drop off site staff for some of this success. Surplus for FY19 is again substantial. Final P&L will go out to board members prior to the audit.

## **6) New Business:**

### **a) Discussion and Vote: Discuss the administration committee's work and acceptance on 7/24/2019 of two financial policies to recommend to the full board. 1. Accounting, Auditing and Financial Reporting Policy, and 2. Purchasing Policy.**

Both policies were presented and recommended by the Administration Committee to the full board. Ms. Bolster explained to the board that

VLCT templates were utilized as the base and the language was kept as close as possible where applicable and appropriate.

**VOTE:** Accounting, Auditing and Financial Reporting Policy. Mr. Clark made the motion to accept the Accounting, Auditing and Financial Reporting Policy as presented. Mr. Kemsley seconded. Voice vote was taken. The motion passed unanimously and the policy was signed by all members present.

Purchasing Policy was discussed and the board would like inserted an Annual Automatic inflationary increase so as not to have to revisit this policy annually. Tabled until this change and other minor changes are made.

## **7) Other Business:**

### **a) Discussion and Possible Vote. Discuss ideas and vote on how to recognize the service of past board members.**

Ms. Bolster mentioned Dave Clark's idea of getting the door to a roll off, planting it, and using it to recognize past board members with a plaque or painting for each board member. She asked that some guidelines be given such as board members with over 5 years of service or something to that effect. The board would like us to go back and recognize all past board members. Ms. Bolster will work on it.

Meeting adjourned at 8:35