

## Minutes

### NWSWD Board of Supervisors Meeting

December 4, 2019

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their Public Hearing to obtain public comment on the District FY21 Budget, and held its regularly scheduled board meeting, on Wednesday December 4, 2019 at the District Offices, 158 Morse Drive Georgia, VT at 6:00 PM and 6:30 PM respectively.

Chair Al Voegele called the public hearing open at 6:00PM and the board meeting to order at 6:30 PM.

#### Supervisors Present:

Bob Buermann, So. Hero  
Danielle Choiniere - Alburgh  
David Clark, Fletcher  
Melissa Dion, Bakersfield  
Barry Kade, Montgomery  
Mike Kemsley, Grand Isle

Leitz, Tom, St. Albans City  
Carlo Micheli, Swanton  
April St. Francis, Highgate  
Jaime Tibbits, Fairfield  
Al Voegele, St. Albans Town

#### Supervisors Absent:

Terry Anderson, Isle La Motte  
Jennifer Bright, Enosburg  
Cheron Fegard – Berkshire  
Tim Green, Richford

Paul Lambert, Georgia  
Jim Richards, No. Hero  
Greg Stebbins, Sheldon

#### Others Present:

John Leddy, Executive Director  
Pam Bolster, Business Manager

Rich Backer, EHS Manager

**Public Hearing – Opened at 6:00PM – No Attendees – Closed at 6:30PM**

### Full Board Meeting

#### 1) Agenda Review-Additions/Deletions:

Mr. Leddy requested to move New Business Item C (Allocation of the FY19 Budget Surplus), ahead of Old Business. There were no objections.

#### 2) VOTE: Minutes of the November 6, 2019 Board Meeting:

Mr. Voegele asked for a motion to accept the minutes as written. Mr. Kade made the motion. Mr. Clark requested a correction to the spelling of Capitol to Capital and the removal of Jennifer Bright from the Supervisors Present List. Mr. Kade requested that it be noted that he arrived late to the meeting. Mr. Voegele asked for a motion to accept the minutes with these corrections. Mr. Kemsley made the motion, all were in favor and the motion

passed.

**3) Public Comment:** None

**5) New Business:**

**c) Discussion and Vote: Allocation of the FY19 Budget Surplus**

Mr. Leddy reported to the board one response to the RFP sent out for the Georgia Facility Site Improvements being planned. Cross Engineering was the only one to return with a proposal. It totaled \$17,500.00 which includes design, cost analysis, engineering and permit processes. Options were reviewed for funding this cost. Ms. Bolster discussed utilizing capital maintenance funds for this noting that by board vote they can be utilized but this would not become a part of the capital asset of the improvements decided upon. Mr. Backer reviewed with the board some of what this project would or could cover. After discussion the board decided to wait until the next meeting so the issue can be properly warned. It was stated that FY19 surplus allocation will be voted on at the February meeting and then the vote will be taken as to whether to fund this from Capital Maintenance.

**4) Old Business:**

**a) Directors Report:**

Mr. Leddy relayed to the board that staff has had great meetings with schools and businesses in our effort to assist them on how better to manage their waste. He noted the improvement plans to our Georgia Facility discussed under 5A and the Agency of natural Resources grant that could help to fund the total cost of the project. If fully funded it could amount to \$150K.

Mr. Leddy informed the board that the improvements to the Montgomery site were completed with new stairs and new placement of the roll off boxes.

He noted to the board that we have spent the last month compiling and reviewing facts and figures from our programs and operations over the past year and are pulling this information together for the towns to utilize in their Town reports. And lastly he noted that staff are in process of setting new goals for the coming year to help improve District Operations.

**b) Finance Report:**

Ms. Bolster reported that the financial audit site visit was completed December 3, 2019 smoothly and without issue. The final will be provided to the board upon completion. She noted a 85K surplus for FY19.

She reviewed the FY20 P&L through November 2019 noting that we are where expected at this time with no unusual occurrences.

Receipts and Payments were reviewed and Drop Off Site Activity was reported.

In outstanding AR certain haulers were discussed, the Bertek bankruptcy situation and other outstanding AR were reviewed. Outstanding AR is creeping up slightly but the District will work to resolve those issues.

**c) Recognition of Past Members of the Board of Supervisors:**

It had been discussed to utilize the door of a roll off box, to have it planted on the property and place personalized plaques in recognition of each past board member. The board would like to see a definitive plan for the accomplishment of this task.

**5) New Business:**

**a) Discussion and Vote: Shall the Board adopt the Draft FY2021 District Administrative Budget as Warned or Amended ?**

After much discussion related to personnel wage, and viewing two scenarios the first allowing for starting wage and those current employees under \$15.00 per hour to be increased to that level and an allowance for a merit based increase for other employees of 5.5% for the full fiscal year, the second being as above regarding \$15.00 per hour and the 5.5% increase for ½ of the fiscal year. Of the 5.5% increase allowable, 2% is COLA with the balance being a merit based discretionary increase. The board supported the first scenario and requested we review surcharge income again as we were conservative in that budget line item, in order to cover the intended wage increases.

Mr. Micheli made a motion to accept the FY2021 District Administrative Budget (scenario 1) allowing starting wage for new employees to be \$15.00 per hour and for personnel under that rate to be brought to \$15.00 per hour and allowing the 5.5% raise schedule (2% cola, 3.5% merit based) to be applicable for employees for the full year. The budget as well includes an increase in the District surcharge from \$23.00 per ton to \$24.00 per ton starting 7/1/2020. Mr. Beurmann seconded this motion. A voice vote was held, all were in favor with one exception, a nay by Ms. Choiniere. The motion passed.

**b) Discussion and Vote: Shall the board set the FY2021 District Municipal Assessment at \$1.00 per capita based on the most recent census data, with a due date of November 15, 2020, and direct the District Treasurer to issue Warrants to member municipalities ?**

After some discussion about the possibility of increasing the Municipal Assessment it was determined that the District will not increase the assessment. A motion was made by Mr. Kade to set the FY2021 District Municipal Assessment at \$1.00 per capita based on the most

recent census data, with a due date of November 15, 2020, and directs the District Treasurer to issue Warrants to member municipalities. Mr. Leitz seconded the motion. All were in favor with one exception from Ms. Choiniere who voted nay on the motion. The motion passed.

**5) Other Business:** None.

Meeting adjourned at 8:50