

Minutes

NWSWD Board of Supervisors Meeting and Organizational Meeting of the Board.

October 7, 2020

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting and its Annual Organizational Meeting on October 7, 2020 via zoom at 6:30 PM.

Vice Chair Jaime Tibbits called the meeting to order at 6:38 PM.

Supervisors Present:

Buermann, Bob – So. Hero
Danielle Choiniere - Alburgh
David Clark, - Fletcher
Doremus, Mark - Bakersfield
Fegard, Charen - Berkshire
Green, Tim - Richford
Kade, Barry – Montgomery
Kemsley, Mike - Grand Isle

Lambert, Paul – Georgia
Micheli, Carlo - Swanton
Richards, Jim - No. Hero
St. Francis, April - Highgate
Studebaker, Hugh - Franklin
Tibbits, Jaime – Fairfield
Tuck, Joyce – Isle La Motte
Voegelé, Al - St. Albans Town

Supervisors Absent:

Jennifer Bright, Enosburg
Kittell, Jeffrey - Sheldon

Leitz, Tom - St. Albans City

Others Present:

John Leddy, Executive Director
Pam Bolster, Business Manager

Guests:

Full Board Meeting

1) Agenda Review-Additions/Deletions: None

2) Vote: Minutes of the June 3, 2020 NWSWD Board Meeting:

Ms. Tibbits requested a motion to accept the minutes of June 3, 2020 as presented. Mr. Clark made the motion to accept the minutes as written. Mr. Studebaker asked for a correction as he is shown as in attendance and was not. Mr. Kade asked for a completion of the sentence under "Other Business #6 C in relation to Mr. Richards question if reference checks had been done on Tech Environmental, the company who presented their anaerobic digester project to the District at the meeting in June. Mr. Leddy stated that he had spoken with those Vt Organizations that had been involved with this Company and the reviews were positive in the fact that they followed proper procedures. With these corrections all were in favor and the motion passed. Abstentions from Mr. Studebaker, Mr. Buermann, and Ms. Tuck who were not present at that meeting.

2) Public Comment: None

3) Introductions of all board members were made as The District has had numerous new members over the last few months that had not been officially introduced.

4) Old Business:

a) Directors Report:

Mr. Leddy noted an interesting month at the District. Highlights included working with the administration committee working on the personnel policies. Drop off site operations have normalized to some extent. HHW collection season is completed with the events being lower than normal though Georgia Facility HHW collection seems to be picking up. The Bakersfield Site Realignment Project is progressing and will allow more vehicles on the site and gets us out of the way of the Transportation Agencies Right of Way. In discussions with them their work should not affect operations. He noted the district has been working with Cross Engineering in relation to the Georgia Infrastructure Project and has a rough sketch of some plans which will allow all the District would like to do ie: wrap around road, larger foot print for all traffic, storage building for commodities, additional parking etc. In relation to food scraps Mr. Leddy gave an update to the board about our current composting collection activity. Mr. Leddy informed the board that the District SWIP had been pre-approved and meets or exceeds the requirements. The SWIP has to be re-written every 5 years. Two public meeting nights will be held then the board will be asked to approve the plan. Public meetings will be by zoom and another before the November or December board meeting.

b) Finance Report:

Ms. Bolster reviewed the FY21 Finance Report to Date. She noted the exclusion due to lack of reports of the Surcharge Income for September and that the SWIP grant negative income is due to the dates of the SWIP grant. She as well noted to the board the financial concern about the SWIP grant which covers a portion of both HHW collection and Compost collection due to Covid and the reduction of suspension of these services for a time in the fiscal year covered. She noted that she spoke with the grant administrator who stated that they are working with people and shouldn't have an affect on funding. She reviewed the P&L with the board noting Surcharge Income over 2019 for July was down 32.37% but in August showed an uptick, only being down by 9.22%. September comparison will be done once reports are received. Trash income comparing the same periods was down in July 5% and in Aug 2%. Total Income though is at 23.8% of our budget where we should be at 25% but with the inclusion of the Sept surcharge income and commercial compost income we will be where we need to be at this point in the year. She reported Expenses are normal for our current situation and there is nothing unusual that is not attributed to timing. She noted drop of site business seems good as shown by the trash income though Aug was financially difficult for Bakersfield as they incurred expenses from the site re-design. In accounts receivable review she noted the Bertek bankruptcy write off and the Hannaford write off.

She asked the board for input about the new board posting requirements of anything presented to the board being put on the website. She noted that though all this information is available by public information request that she was unclear as to the legalities and liability issues of posting past due account information. After brief discussion she noted that she would research the legalities of this and bring the information back to the board. She noted the upcoming bond payment, the last for this calendar year though the first in the fiscal year.

Ms. Bolster noted that the audit investigatory process was complete for the FY20 fiscal year and noted to the board that there were new eyes on everything this year as well as the labor intensity of doing an audit remotely. She noted the narrative she had done of key points in the year such as when furloughs and closures occurred. She noted that it went well with no material findings. Though they are still in process preparing final reports for the most part it is complete. She hopes to have the final by the December meeting. She presented the board with the Audited Final Balance Sheet and Profit and Loss. As these figures had been reviewed at a previous meeting only a few income and expense line items were highlighted. She noted the 47K surplus with the board deciding to appropriate the funds at a later meeting. Discussion about the balance of surplus against reinvesting the funds within our communities served ensued. Discussion about surcharge increases and business operations both current and future occurred. Consumer responsibility of waste generated and education and outreach was discussed.

5) New Business:

a) Personnel Policies – Review and Vote:

Mr. Leddy showed the executive summary of the personnel policy changes that Paul Frank and Collins had suggested and that the administration committee has been reviewing and approved over the course of three meetings. He noted the following identified critical areas for discussion: Probationary periods, at will employment, termination processes, drug use assessment testing. **Mr. Kade made the motion to keep the at will employment and probationary section as written, Mr. Kemsley seconded the motion. All were in favor and the motion passed.**

Mr. Richards had some word smithing issues but will forward them via email to Mr. Leddy who will present them at the next meeting. Board decided to vote now on what is written and to vote on any changes at the next meeting. Mr. Voegele asked for a motion to pass the policy as written. Ms. Fegard made the motion. Mr. Kemsley seconded.

b) Draft FY22 Budget:

The working draft budget was reviewed briefly though it was decided to have the Finance committee review it and present it to the board for public hearing approval in November. Mr. Leddy will have the meeting scheduled. Mr. Buermann asked to have FY20 actual figures alongside last year's budget figures.

c) Executive Directors Review-Possible Executive Session:

Mr. Voegele asked if executive session were necessary. Mr. Kade suggested that they move to executive session but allow Mr. Leddy to participate until and if deliberations are needed. Mr. Greene made the motion to move to executive session for the purpose of reviewing the performance of the executive director. Ms. Tibbits seconded the motion. All were in favor and the motion passed. Executive session ended at 9:11 and the board moved back to the board meeting.

Mr. Richards summarized the executive session and moved a 3.5% salary increase of salary retroactive to July 1, 2020 along with a 1,000.00 bonus in appreciation of Mr. Leddy's successful efforts to keep the district running during this pandemic. The board as well discussed the need to review compensation policy going forward. Mr. Kade seconded the motion. All were in favor and the motion passed.

Mr. Voegele asked for a motion to adjourn. Ms. Tibbits made the motion, all were in favor and the motion passed.

Full Board Adjourned 9:20PM