

Minutes  
Board of Supervisors Annual Meeting  
April 4, 2012

The Board of Supervisors of the Northwest Vermont Solid Waste District held its regular monthly meeting on Wednesday, April 4, 2012 at the District Office, 158 Morse Drive in Georgia, VT.

**Supervisors Present**

Bill Rowe, South Hero – Chair  
Jim Lintereur, Bakersfield  
Barry Kade, Montgomery  
Chris Leach, Swanton

Bill Cioffi, St. Albans City  
Terry Anderson, Isle La Motte  
Dave Supernault, Sheldon

**Supervisors Absent**

Dave Clark, Fletcher  
Gary Lockerby, Alburgh  
Pierre Letourneau, Enosburg  
Dave Jacobs, North Hero  
Paul Lambert, Georgia

Richford - Vacant  
Berkshire – Vacant  
Fairfield - Vacant  
Grand Isle - Vacant

**Others Present**

John Leddy, Executive Director

Pam Bolster, Business Manager

**7:00 PM – Annual Board Meeting**

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

1. **VOTE: Mr. Rowe called for a motion to approve the Minutes of the NWSWD Board meeting of March 7, 2012. Mr. Lintereur motioned to approve the March 7, 2012 meeting minutes as written. Mr. Supernault seconded the motion. Mr. Rowe asked for comments. Mr. Kade brought forth what he felt could be errors. A discussion was held and all agreed the minutes were accurate. All were in favor of approving the minutes as written. Mr. Leach and Ms. Anderson abstained as they were not in attendance.**

**A. Annual Nominations and Election of District Officers for coming fiscal year: Board Chair, Vice-Chair, Treasurer, and Clerk.**

Ms. Bolster referenced three handout sheets the first showing which board member holds what committee seats, the handout showing which seats are vacant for each committee as well as highlighting what towns do not have representation. The second sheet shows the terms of each board member, and the third sheet shows board member attendance for FY12.

Mr. Rowe asked for nominations for the board chair. Mr. Leach nominated Bill Rowe for Board Chair, Mr. Cioffi seconded the motion. Nominations were closed and the motion was passed.

Mr. Rowe asked for nominations for Vice-Chair. Mr. Cioffi nominated Dave Clark, Mr. Leach seconded the motion. Nominations were closed and the motion was passed.

Mr. Rowe called for nominations for Treasurer. Mr. Lintereur nominated John Leddy, Mr. Kade seconded the motion. Nominations closed and the motion was passed.

Mr. Rowe called for nominations for Clerk of the Board. Mr. Kade nominated Pam Bolster, Mr. Leach seconded the motion. Nominations closed and the motion was passed.

**B. Annual Review of Committee Assignments and Supervisor Terms.**

Ms. Anderson asked for a description of the committees to assist in her decision of serving on a committee. Mr. Rowe and Mr. Kade reviewed the duties of each committee. The executive committee's on-going function is to review board meeting agenda's ensuring pertinent topics are discussed and/or voted on. The committee hears appeals from fines assessed when necessary,

assesses the executive director of The District, and as well is empowered by vote of the board when needed to act on behalf of the board in situations where the board may not be able to meet and make decisions.

The administration committee reviews policies, develops and reviews job descriptions, reviews ordinances and the charter, assists the hiring committee with personnel issues such as protocol for assessment.

The Finance/Operations committee meets together as their mission is inter-twined. Finance reviews expenditures and revenues, plans and oversees budget development, and recommends to the full board implementation plans on how to maximize the District's financial position. Operations provide oversight of the drop off sites, transfer stations, recycling facility, and special collection events. It as well acts as the safety committee.

It is important to note that the committee's role, with the exception of powers granted to the executive committee, is to make recommendations to the full board.

Mr. Rowe asked who would like to serve on the Executive Committee. Three members volunteered to serve, Ms. Anderson, Mr. Kade, and Mr. Supernault, in addition to the existing members including Mr. Clark, Mr. Rowe, Mr. Cioffi and Mr. Lintereur.

Mr. Rowe asked for Finance and Operations committee members. Mr. Supernault volunteered for the operations committee, Mr. Leach volunteered for the finance committee. This combined committee as well includes, Mr. Cioffi and Mr. Rowe in finance, and Mr. Kade in operations.

Mr. Lintereur asked that we email the full board about committee meetings so other members of the board are aware of the meeting and can attend if they choose to do so.

Ms. Anderson questioned if the committee meetings were reported to the full board. Ms. Bolster stated that at the end of each board meeting any committee meetings that have occurred are summarized for the board.

## 2. Old Business:

- a. Director's Report. **New Truck Discussion and Financing Vote:** Mr. Leddy began by explaining to the board that we have received the final terms for the purchase of the new Caterpillar truck. He stated that he inquired about the platinum warrantee level as the board had asked and found that that warrantee plan would cost 16K. With this plan the transmission coverage still stops at 7 years as does the gold plan. He expressed the opinion that this plan was not feasible for the District and the board agreed. He noted that Milton Cat was able to extend the mileage and hours on the gold plan and that this plan covers us for the terms of a seven year loan if this is what we decide to go with. He as well told the board that Milton Cat had a truck on the lot and asked if we were interested in that rather than having them order another. The specs were slightly different but were upgrades to what we had looked at such as heated seats and a deluxe sound system. Because it was in stock it is 1.5K less than the ordered truck. Milton Cat asked that we accept delivery in April rather than wait until July. Mr. Leddy explained that we worked out with them to accept delivery in April but to not start payments until July. Mr. Cioffi asked if it was a new truck and not one that was delivered and then returned. Mr. Leddy said that this is a new truck and that the three thousand miles on the truck is the trucks travel to get it up here from Texas. He said that they did shop it around to some people. He noted that given the recent problems we have had with the Mack made this an ideal situation for us. Mr. Kade and Mr. Supernault asked if we would lose the three thousand miles off the warrantee. Mr. Leddy stated that he would check into that.

Mr. Cioffi asked if we had checked out the financing options. Ms. Bolster stated that she had checked with four lenders. Cat financing started at 3.9% but came down to 3.2%. They will only lend for 5 years. Merchants Bank Municipal Program offered 3.65% for 5 years with renegotiation of the rate at the 5 year mark for another two years. She stated that she contacted the Municipal Bond Bank and found that for any receipts from the Bank, Municipalities must go through the town voting process (for the District, 16 towns) and that only a few times have municipalities gone through that process for this small amount of funding. She as well checked with Peoples Trust whom the District has an on-going

relationship with. They offered 3% for 7 years, 2.75% for 5 years. Ms. Bolster suggested to the Board that the District go with Peoples Trust for 7 years which is a payment of approximately 1,824.00 a month. The board, Mr. Leddy and Ms. Bolster discussed the possibility of putting some money down on this but decided to review this loan yearly and make an additional payment at that time is cash flow warrants. The total for this loan including the Gold Package Warrantee will be 137,500.00.

**Mr. Rowe called for a motion to approve the financing decision. Mr. Cioffi moved that we take the Peoples Trust loan for 7 years at 3% and that we reassess yearly to approve additional payments to the loan. Ms. Anderson seconded the motion. Mr. Rowe called for additional discussion. None was called for and he asked for a show of hands of all in favor. All were in favor with no opposition and the motion was passed.**

Mr. Leddy continued his director's report by stating that two weeks ago we opened the Georgia drop off facility and stated that the first week we had 25 people and a great mix of material including bulky items, tires, and appliances as well as household trash. A discussion ensued. Mr. Leddy stated that recently some board members have had some great questions about what is accepted at our Drop Off sites. He is planning a complete operations overview for the next meeting having Barry Domina our Operations Coordinator and Mr. Reynolds the District's Program Director. Some discussion driven by Mr. Kade occurred about our acceptance and price structure (\$1.00 per lb.) of Alkaline Batteries. He asked that we research to see what materials are being recovered from these for further review of the feasibility of this recycling program.

Mr. Leddy stated that H-485 has passed the House and was now on its way to the Senate. He said that he had been asked to speak to Senator Brock. A discussion of the bill occurred.

- b. Finance Report. Ms. Bolster first asked that the board review the hauler survey that has been structured to obtain better recycling data, to build hauler relations with the District, and questions to assist us in assessing hauler compliance. Mr. Leddy elaborated on the reasons for this survey. Mr. Kade questioned whether a cover letter would be going with this. Mr. Leddy stated that he was working on the cover letter. A suggestion was made by Ms. Anderson that we give the haulers the option of responding on-line or on paper. Mr. Leach felt we should include a final question asking for general comments. The board agreed. Ms. Bolster gave an overview of the surcharge program and how these funds are collected, for the benefit of Ms. Anderson, a new board member. A discussion ensued about the haulers concerns or reactions to the opening of the Georgia Drop Off Site.

Ms. Bolster told the board that the workman's compensation audit had occurred and that all was in order. She expressed concern though that VLCT wanted to change the classification of our driver, who in the past had been classed as "truck driver" at a rate of \$3.53 per \$100 of remuneration. They now state that they must class him as solid waste at a rate of \$9.57 per \$100 of remuneration. She stated that she has a call into a senior auditor with VLCT to discuss this. Mr. Cioffi stated that Ms. Bolster should ask for a description which will give if argument is warranted the information to discuss with strength.

Ms. Bolster told the board that the RFP's for this seasons special collections have gone out with most categories bids being closed. They have yet to be reviewed nor have decisions been made but will be shortly.

She directed the boards attention to the P&L stating that we are  $\frac{3}{4}$  of the way through the fiscal year. She is comfortable with where the District is at. She noted commodity sales at 93% of budget. Mr. Kade asked about commodity prices. Ms. Bolster stated that while there was a slight decrease over the winter it remained fairly steady. Mr. Cioffi asked if the

P&L included surcharge income for March. She explained it did not as the reports from some transfer stations do not get sent to her until later in the month. A brief discussion of the past due AR occurred with the same two accounts being an on-going battle in collections. Mr. Cioffi asked if the Sheltra's were still making payments. She explained to the new board member the Sheltra situation of restitution through garnished wages for reimbursement for monetary theft a few years ago and stated that as she had not seen payment in quite some time, they must not be employed for wage garnishment to happen. Ms. Bolster will research to see if they are not working and making payments if any other provision had been made to collect on this debt.

Ms. Bolster presented to the board the quarterly drop off site comparison that encompasses comparisons from 2009 to the present by quarter. A discussion ensued.

3. New Business. None.
4. Other Business. None.
5. Public Comment. None

The meeting adjourned at 8:40 PM with the board moving into executive session.