

**Minutes
Board of Supervisors
August 6, 2014**

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held its regular monthly meeting on Wednesday Aug 6, 2014 at the District Offices, 158 Morse Drive Georgia, VT at 6:45 PM.

Chairman Bill Rowe called the meeting to order at 6:30 PM.

Supervisors Present:

David Clark, Fletcher
Mary Robinson, Richford
Barry Kade, Montgomery via
phone & In Person
W.G. Cioffi, City of St. Albans
Jaime Tibbits, Fairfield

Al Voegele, St. Albans Town
James Lintereur, Bakersfield
Chris Leach, Swanton
Bill Rowe, So. Hero
Vincent Hickey, Berkshire

Supervisors Absent:

Terry Anderson, Isle La Motte
David Jacobs, No. Hero
Pierre Letourneau, Enosburg
Steve Aubin, Alburgh
Luke Choiniere, Highgate
Paul Lambert, Georgia

John Lawrence, Grand Isle
Dave Supernault, Sheldon

Others Present:

John Leddy, Executive Director
Pam Bolster, Business Manager

Monthly B.O.S. Agenda

1) Minutes of the Board meeting of June 11, 2014. Mr. Rowe called for a motion to approve the minutes as written. Mr. Leach moved to accept the minutes as written, Ms. Robinson seconded the motion. All were in favor and the motion passed without opposition.

2) Old Business:

a) Executive Director's Report:

Mr. Leddy began by informing the board of the two new employees Richard Backer and Aaron Shepard. Both are Program Coordinators, Aaron focusing more on Outreach and Education and Composting, Richard on HHW and Universal Wastes. Mr. Leddy gave a brief history of both of these additions. He noted that they would be at the September meeting to introduce themselves.

Mr. Leddy stated that Franklin County Field Days was a success. The most difficult task was getting the staff at the field days to put the recycling practice into effect. The exposure for the district was good. He stated that drop off sites are running well and the added services are a hit with the residents. He noted that we are working toward opening the GA facility 6 days instead of the current 2. A discussion of the Act 250 permit was held and whether we needed to ask for a variance. It was suggested that if we are close to the permit limit as far as traffic flow that we should ask for a variance. Mr. Leddy will look at the numbers and report back. He noted that we have recently expanded hours at our North Hero Site by opening Friday evenings from 4-7 to try to ease the traffic flow on Saturdays.

Mr. Leddy said that he recently spoke with the State about our 1.00 user fee charged at the sites. The state feels that this fee is in conflict with the provision of Act 148 and the 1.00 user fee is against the spirit of the law. Even though our user fee or site fee is not a fee for recycling as recycling is always free, the state still feels that this fee should not be charged. Mr. Leddy questioned points that the state was attempting to make and they are taking his questions and points back to their legal counsel. A rough estimate of dollars collected annually from our user fee is appx. 25K. The board would like this as an agenda item at the next meeting when Mr. Leddy will present some of his ideas for fee restructuring.

Mr. Leddy said that the State ANR has received approval for its management plan. He noted that with this the clock starts ticking and The District has one year to create the new District plan. A template has been provided from the state to help create this plan. He stated that in the next few months he will create a draft as a starting point. We will need to have some important conversations with the board in order for us to properly plan for a five year period. Organic waste planning, consolidated collection and future funding sources will be topics to cover.

b) Finance Report:

Ms. Bolster stated that as we are just in the first month of FY15 there is not much to report as it is so early in the new fiscal year. She stated that she wanted to spend the time to present the pre-liminary final reports for FY14, prior final audit adjustments. In review she reported that the surplus was much higher than anticipated coming in with a surplus of appx. 156K. She noted that at this point in time she is happy to see the additional surplus. Income was higher than expected and some of the additional surplus is from lower expenses. She reviewed specific line items with explanations for any variances from a sheet she had prepared for the board. Some highlights, increased compost income from taking over the administration of the compost program, pilot projects including tubing of which we sold appx. 22K lbs at the beginning of the year. Currently on hand is appx. 11K lbs of tubing.

Pesticide grant income came in higher than expected from securing a higher reimbursement dollar amount from the state. HHW fees were higher mainly due to one very large estate cleanout, this also increased our disposal expense for HHW. Miscellaneous income was well over what was anticipated mainly due to the end of the logging endeavor to the Sheldon Property, the rest due to donations and enforcement money. Recycling income was higher than budgeted, people are recycling certain items more, tires etc. Sale of recyclables did not quite meet the budgeted amount and she indicated some concern here as the budgeted figure was very conservative but also stated that they did have a substantial amount of product on hand, unsold on June 30th. She reviewed trash and surcharge income, trash income was down though surcharge income was up, some due to the addition of St. Albans Town. She noted a great year for composter sales. Ms. Bolster stated that for the first time we broke 1M in income. She reviewed expenses by line item with some highlights being lower expenses to office equipment. Utility usage was high in FY14 due to the extremely cold winter, phone costs however are lower due to a switch in the phone service contract from Earthlink to Sovernet a local company which is saving us appx. 100.00 per month. Administration expenses came in very close to budget, slightly down. She reviewed legal and auditing costs which were higher than anticipated, legal costs due to a personnel issue which needed legal consultation and the fact that the Casella's audit has been so labor intensive so large fees have been incurred to the Managers association to pay for Carl Mitchell's time who assists with the data collection as well as the final review. Some issues have been found but although the data collection is complete the final review of the data is not. Property taxes were right on target. Under Building and Equipment Expenses she noted the new baler and explained the new box purchases as well as the work needed to be done on the purchased used boxes. Some building improvements were done and she noted the new LED light fixture as well as the stone work out back, the service on the warehouse door etc. Some equipment maintenance and improvements were done as well, baler issues, box repairs etc. She noted trash disposal was down, some due to a better negotiated price with Highgate transfer. Under direct services, community service dollars were spent mainly on green up day services, though this line item is down. In the future Mr. Leddy has mentioned development of a grant program to assist communities with certain disposal issues. Supplies and site upgrades to the drop off sites came in very close to budget, composting expenses were higher than budget mainly due to the high cost of chipping brush used by Hudak's in the composting program, labor and rental of the chipper mainly. We chipped three times in this period. Recycling costs were less than anticipated. Hazardous waste fees were over budget. Electronics collection was down slightly even though we purchased an electronics box for collection in Bakersfield, some due from the new state contract that in

the past charged .15 cents per lb for disposal of non-program electronics and with the new vendor's contract making disposal for non-program electronics free. Total expenses for the year were about 30K below budget and income was over substantially giving us the surplus of appx. 156K.

Ms. Bolster informed the board that the audit for the FY14 books is scheduled for August 28th.

Ms. Bolster directed the board to the drop off site trash comparison in the package. She also mentioned that she would like and will do in the near future a recycling comparison in relation to the drop off sites.

c) Executive Session: Personnel Update:

Mr. Rowe asked for a motion to move to executive session to discuss the personnel update. Mr. Voegel motioned to move into executive session. Mr. Lintereur seconded the motion. All were in favor and the motion passed. Mr. Kade abstained. The board moved into executive session at 7:32. The board came out of executive session at 7:52. No action was taken or recommended. The regular board meeting resumed at this time.

3) New Business: Discussion-State MMP and the writing of the new District Plan.

Mr. Leddy in writing this plan he feels that the board should discuss in depth, most importantly organic waste management, what the District's direction should be. The District is currently doing a needs assessment working with James McSweeney looking at our total waste generation and what our capacity might be for further systems and looking at what could fulfill our needs. Mr. Leddy spoke to someone recently about anaerobic digesters which could be a possible direction. Decisions will need to be made regarding direct district investment in different areas or does the district believe that the market will organically create a system. A discussion ensued. Mr. Leddy noted that Chittenden District paid for a consulting firm to do a study on organics collection in Chittenden County which he felt would shed some light on organics collection which he felt might shed some light on organics collection. He stated he would forward this survey to the board.

Mr. Leddy noted that our rural nature and ability to self manage works really well on the home owner and personal level and feels we have a high level of buy in for that type of system but when you get into business organic waste we don't have a system that meets those needs. We need to look at options. The new plan will need to be submitted to the state in March of 2015. He as well noted that he felt we could write a plan that gives us latitude. The board felt that this topic warrants a retreat to discuss and make decisions on the direction of The District for this new plan. At the September meeting we will attempt to select a date good for all board members sometime in October and Ms. Bolster will make the arrangements.

4) Other Business:

a) Schedule Committee Meetings for the coming month: None.

5) Public Comment: None.

The meeting adjourned at 8:45 PM