

Minutes
Board of Supervisors
December 7, 2011

The Board of Supervisors of the Northwest Vermont Solid Waste District held its regular monthly meeting on Wednesday, December 7, 2011 at the District Office, 158 Morse Drive in Georgia, VT.

Supervisors Present

Bill Rowe, South Hero – Chair
Jim Tomlinson, Richford
Dave Clark, Fletcher
Bill Cioffi, St. Albans City
Dave Supernault, Sheldon

Joyce Tuck, Isle la Motte
Chris Leach, Swanton
Barry Kade, Montgomery

Supervisors Absent

Gary Lockerby, Alburgh
Pierre Letourneau, Enosburg
Jim Lintereur, Bakersfield
Dave Jacobs, North Hero
Paul Lambert, Georgia

Berkshire – Vacant
Fairfield - Vacant
Grand Isle - Vacant

Others Present

John Leddy, Executive Director

Pam Bolster, Business Manager

6:30 PM Public Hearing – Draft FY2013 District Administrative Budget

The Public Hearing opened at 6:30 PM to obtain comments from the public on NWSWD draft 2013 Budget. No members of the public attended and the Public Hearing closed at 7PM.

7:00 PM – Board Meeting

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

1. **VOTE: Approval of Minutes of NWSWD Board meeting of November 2, 2011. Mr. Rowe moved to approve the November 2, 2011 meeting minutes as written.** Mr. Kade requested an amendment on the last line of the minutes, section 3e as a vote was held and all were in favor, though the minutes do not reflect this. Mr. Rowe had as well brought to the attention of the clerk, that he is shown to have made motions on a number of topics that he felt he did not make. A discussion ensued as to whether legally the chairman can make a motion. Mr. Kade volunteered to check it out and report to the board. The clerk (Ms. Bolster) and Mr. Leddy will review the tape to attribute the motions correctly.
Mr. Rowe moved to approve the November 2, 2011 minutes with the correction to 3e and with the motions reviewed and corrected. Mr. Supernault seconded. All were in favor and the motion is passed with Mr. Cioffi abstaining from the vote.
2. Old Business.
 - a. Directors Report: Mr. Leddy drew the board's attention to the Supervisors report stating that NWSWD has worked to sum up the years activity, outline all of the steps NWSWD has taken this year to make improvements and lay out some plans for the coming year, in this report. It was difficult to keep it brief and though it is only three pages some of the town clerks will want to see it pared down more. Mr. Leach suggested that the year be posted within the title. Mr. Leddy said a header will be added. Mr. Clark questioned if it had been emailed to anyone yet. Mr. Leddy said no, that he is handing out the full version to board members so that they can pick and choose the information most relevant to their town. He stated that NWSWD will assume that the board members will pass it on to the town clerks after making appropriate edits. He asked that if it is not the case that the board members let us know so that NWSWD can forward full versions to the town clerks.

Mr. Leach asked for Swanton to have us send it to them and as well Mr. Cioffi asked that it be sent directly to the St. Albans City Clerk. Mr. Leddy stated that we would get it out to them.

Mr. Leddy states that drop off sites have slowed down due to seasonal dips and that e-waste as well has slowed from a truck every two weeks to one truck a month. He states that we have run the survey and are gathering email addresses. He as well brought to the board's attention that he received a call from the State's Junkyard Enforcement wing asking about Dave Flanders (NWSWD Fletcher drop off site attendant.). The state wants Mr. Flanders to clean up the junk yard that he has had going for many years. This was turned over to the state by the town. Mr. Leddy stated that Mr. Flanders had contacted NWSWD a few weeks ago asking about used oil and how to dispose of it, how much he could move as an exempt generator etc. He had already received the violation from the state though NWSWD was not aware of it at the time. It is believed that Mr. Flanders was not fully aware of it, apparently not reading the letter fully. He at the time appears to not have realized the gravity of the situation. Mr. Leddy stated that we are working with him on this. He has been cleaning it up and will show both us and the state receipts from his clean-up efforts. He has stated though that this is 40 years of collecting and people leaving stuff with him. Mr. Leddy did note that Mr. Flanders does want to do this the right way.

Mr. Leddy asked the board if they had noticed our new security system consisting of a chain across the driveway. He explained that we had some metal stolen a few weeks ago, the metal dumpster had been ¼ to ½ full. They took the metal and left us their trash. The board asked if it was reported to the police. Mr. Leddy stated that no it was not although we did report it to Hodgkin's and as well in the trash that was left by the thieves there was a license plate which we did call in to have it run, it's possible we may get some information from that. Mr. Clark said that in the future it probably would be a good idea to report all thefts to the police.

Mr. Kade asked to discuss the Supervisors report. He pointed out The District's Drop Off Site recycling rate is at 42% but that district wide the recycling rate is less than 10%. He felt that this was cause for concern. Mr. Rowe asked how solid the numbers were. Mr. Leddy responded that they are estimated numbers from a number of sources none of which are concrete. The MRF does not require out of district material to be identified by origin thus what they can give us is subjective. He stated that it is felt we are definitely missing some tonnage here. Mr. Kade stated that if the numbers are clearly inaccurate why use them at all. Ms. Bolster said that it is an educated number arrived at from as much data as we could gather. Mr. Leddy said that it points out the discrepancy between the recycling that is done through district events and at drop off sites and the general recycling done by the haulers. It highlights something we need to focus on for the next stretch. He said that it has him and Ms. Bolster looking at this realizing the need for better data collection from the haulers. It has us thinking about incentives to encourage higher recycling rates and as well education to the public. Mr. Rowe said that it appears once again we need to depend on the haulers for these numbers. Mr. Kade suggested that at our next meeting he would like us to discuss how to deal with low recycling rates from non-district collection points and data collection. The board would as well like to discuss franchising at the January meeting.

- b. Committee Reports: Administration Committee met on 11/22/2011 and finished reviewing The District's Charter and began work on the ordinances. The Executive Committee met on 11/13/2011, agreeing to approve the high deductible insurance plan through Blue Cross Blue Shield with the provision that the board be brought information earlier next year to have it reviewed again. This will be a one year trial. Mr. Rowe gave a recap stating that The District will pay the deductible for each employee, the plan coverage is comparable and the district still saves money. A brief discussion ensued.
- c. Finance Report: Ms. Bolster directed the board's attention to the Profit & Loss Statement stating that we are where we should be at this time of year. Income and Expense should be at 41.6%. Total expenses are 41.6% and total income is at 38.6% but is due to the fact that the All Cycle reports for November invoicing have not been received yet. With this income will be up to an acceptable level on the income side. Ms. Bolster drew the board's attention to the personnel benefits line which is slightly

over expended due to having to pay the January premium early for the new Blue Cross Blue Shield Health Plan. She called for questions. Mr. Rowe asked if we were still waiting on grant payments? Ms. Bolster responded yes and gave a brief run-down of schedules. She went on to state that receipts and payments for the month look good and drop off receipts are good. The board asked about a drop off site comparison and Ms. Bolster stated that this is being done on a quarterly basis and that she will present a comparison at the January board meeting. Mr. Rowe would like to see a comparison going back a couple of quarters. There is curiosity to see if there has been a significant change with the onslaught of the cash registers. A discussion ensued including talk about the method of viewing the tonnage against funds collected at each site in order to determine potential problems

Ms. Bolster went on to say that AR looks good but that the two problem accounts though still within the guidelines set for them, still push it to the maximum limit they can. She stated that in November she needed to write both accounts a strong reminder, this prompted a call from Duffy's with the result being payment, and as well it prompted a check from Burns. Ms. Bolster said that The District's cash status was good and in addition she had received 30K in payments just after the report presented to the board had been run.

Ms. Bolster made the board aware of the fact that the property and casualty rates came in from VLCT at 17.7K, we had budgeted 20K for it. The League was able to raise our general liability from 5M to 10M per occurrence as well as covering volunteers with supplemental accident insurance, medical, disability and death, all at no additional charge to the insured.

Ms. Bolster passed a handout sheet to the board stating that this spreadsheet is in regards to the health calculations that the district has been using for employees who pay a portion of their insurance. She began by reading The District's Personnel Policies which state: "The District shall pay one hundred percent of the premium costs for the employee only plan and ninety percent of the premium costs for the two-person and family plans except for the Executive Director...." When reviewing this calculation for the new 2012 health plan it came to the attention of Ms. Bolster that this was not being calculated as to the wording of our policy. In the past they had been taking the 2 person or family plan rate, reducing it by the single plan rate and charging 10% of the difference to the employee. This same methodology of calculation had been in use since at least 2009. The correct calculation in the opinion of Ms. Bolster is to charge the employee 10% of the full amount of the 2 person or family plan, which seems more in line with the wording of our policy. The board agreed and the changes will be made beginning with the first payroll in January 2012. Ms. Bolster made the board aware that on a weekly basis due to the reduction in total premiums to each employee the changes to their contribution will be minimal though it will increase.

3. New Business.

- a. Discussion and **VOTE: Shall the board adopt the Draft FY2013 District Administrative Budget as Warned or amended? Mr. Cioffi motioned to adopt the Draft FY2013 District Administrative Budget as written, Mr. Tomlinson seconded the motion. All were in favor and the motion was passed.**
- b. Discussion and **VOTE: Shall the Board adopt the Draft FY2013 District Municipal Assessment at \$1.00 per capita based on the most recent census data, with a due date of November 15, 2013, and direct the District Treasurer to issue Warrants to member municipalities? Mr. Tomlinson motioned to set the Municipal Assessment at \$1.00 per capita as above. Mr. Kade seconded the motion. All were in favor and the motion was passed.**

The meeting adjourned at 8:10 PM.