

**Minutes  
Board of Supervisors  
December 4, 2013**

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held its regular monthly meeting on Wednesday December 4, 2013 at the District Offices, 158 Morse Drive Georgia, VT at 6:30 PM.

Board Chair Bill Rowe closed the public hearing for the FY2015 District Administrative Budget and called the meeting to order at 6:30 PM.

**Supervisors Present:**

David Clark, Fletcher  
Bill Rowe, So. Hero  
Mary Robinson, Richford  
Chris Leach, Swanton  
Paul Lambert, Georgia  
Barry Kade, Montgomery  
W.G. Cioffi, City of St. Albans

James Lintereur, Bakersfield  
Al Voegele, St. Albans Town  
Terry Anderson, Isle La Motte

**Supervisors Absent:**

David Jacobs, No. Hero  
Pierre Letourneau, Enosburg  
Doug Medor, Alburg  
Dave Supernault, Sheldon

Vacant, Berkshire  
Vacant, Grand Isle  
Vacant, Fairfield

**Others Present:**

John Leddy, Executive Director  
Pam Bolster, Business Manager

**1)** Minutes of the Board meeting of October 26, 2013. Mr. Rowe called for a motion to approve the minutes as written. Mr. Lintereur moved to approved them as written. Ms. Anderson seconded the motion with a correction needed under New Business, section b, to read December 4th not December 6<sup>th</sup>. Ms. Bolster will make the correction. It passed without opposition.

**2) Old Business:**

a) Executive Director's Report.

Mr. Leddy passed out the supervisors report with a note that it will be emailed to the supervisors for their input and that we will email it to the town if the supervisor wishes for the District to do so. He noted that this is the shorter report for towns to include within their town reports and that this information will feed a larger more comprehensive annual report. He stated that District Operations

recycled approximately 139 tons more material in FY2013 (768 tons) than in FY2012 (630 tons). Just in the warehouse sales of processed recyclable material comprised about 30 tons, tires, electronics etc. comprised the other 100 tons. The District as a whole recycled 2603 tons. Electronics was 143 thousand lbs roughly the same as the previous year but FY2011 was only about 50 thousand lbs. A discussion of formatting for the report, generation of public interest, mentioning the website more prominently, how to get in contact with us etc., and distribution ensued. Mentioning the hazardous waste center in Georgia, listing participating schools within the composting program, asking people to visit and beyond were ideas mentioned. Food scrap processing was discussed and the possibility of having a public forum was mentioned for haulers, possibly local businesses etc. to assist with the new mandatory composting legislation, its implementation, and how the District can assist. 2016 is the initiation date for large food scrap generators. Mr. Leddy said that we need to have broader outreach with haulers and as well, as a board we need to figure out what managing organic waste in the northwest corner of Vermont looks like. He stated: "It's a multi tiered system. There won't be one blanket system" He noted that we will rely heavily on promoting backyard composting. It was noted that there will be some need for collection, and we need to figure out our role in all of this. Mr. Kade said that we should at next years farmers market take a survey and see how people feel about all of this. Mr. Leddy said again that we need a District policy or direction and Mr. Lambert felt that we should start with the haulers and build a relationship with them prior to bringing in the general public. Mr. Kade felt haulers and large generators should be included. Mr. Rowe broke in and said that this discussion was bordering on a planning meeting and brought the board back to the agenda at hand. Mr. Leddy directed the board members to contact him if they had further questions on the supervisors report. Mr. Leddy discussed the sorting systems for plastic and noted that we would try separation of three types of plastic stating that a small amount of effort in sorting should realize quite a difference in sales. This will be manual separation at the Georgia Warehouse with the possibility of trying some pre-separation at the sites. To capture enough material some plastic will need to be stored for approximately a three week period. A discussion ensued. Mr. Leddy discussed a new grant possibility which deals with bulky trash and he will be researching further to see if it is something that would benefit the district. He noted that the state is developing a new Solid Waste Plan, to be approved sometime in April. This will be the start of the District writing their plan. He mentioned that there would be new deliverables which will force higher standards of accountability. He mentioned a proposed recommendation by the Agency of Natural Resources to the legislature which would make it mandatory for all towns to be a

member of a district. This generated discussion which will continue over time.

In regards to the composting program, Mr. Leddy mentioned that we would be changing the structure of the compost program by taking over the education, outreach and administration of the program, still working with Highfields but on a contract for services basis. This has been planned for in the budget.

b) Committee Reports:

None.

c) Finance Report:

Ms. Bolster noted that the audit took place in August, earlier than normal in the hopes that we would have the review in December. This did not occur and the best Fothergill, Segale & Valley could do was January so they will be with us for the January meeting. Ms. Bolster mentioned the Sheltra restitution, noted that they have paid in full with the state having intercepted their lottery winnings and forcing the pay off.

Ms. Bolster calculated the increase in surcharge income from St. Albans Town joining the District over the last four months and the increase averaged out at 33.5% per month.

She noted that the data collection for the Casella audit is complete now analysis will start but probably not until January 2014.

Mr. Lintereur asked why the monthly proceeds for Bakersfield was down for the month of November and Ms. Bolster said that it is due to the expense of the new stair system that was built for that site.

Ms. Bolster noted that all looks good, we brought in more funds in November that were spent which is always good.

She noted that AR has the same two difficult collection accounts and stated that she is in pretty much constant monthly contact with one and the other has been good with sending in monthly payments and keeping themselves out of the over 60 day category.

Ms. Bolster said that the new vertical baler has been purchased with the total cost including installation coming in over budget by a few hundred dollars.

She said that the Profit and Loss looks good with no foreseen issues at this time. She asked for questions and hearing none the meeting moved on.

**3) New Business.**

- a) **Discussion and Vote: Shall the Board adopt the Draft FY2015 District Administrative Budget as Warned or amended.** It was questioned by Mr. Voegele that there was no capitalization budget line. Ms. Bolster explained that initially the board had decided to visit this every year and vote to put a portion of the surplus aside for this purpose. Knowing that this is not the best way Ms. Bolster explained that it is on her task list to

develop a better understanding of the depreciation schedule for which the capitalization of equipment will be based on. She wanted to do this for FY2015 budget but time constraints made this impossible so she has carried this task over for the next budget creation. There were no other questions regarding the FY2015 budget as this budget has been previously reviewed. As there was no public comment for the budget Mr. Rowe called for a voice vote: "All in favor of adopting the proposed FY2015 Budget signify by saying Aye." All were in favor and the FY2015 Budget is adopted.

**b) Discussion and Vote: Shall the Board set the FY2015 District Municipal Assessment at \$1.00 per capita based on the most recent census date, with a due date of November 15, 2014, and direct the District Treasurer to issue Warrants to member municipalities?**

Mr. Lambert moved to pass this as written, Mr. Lintereur seconded the motion and upon Mr. Rowe's called voice vote it passed without opposition.

**c) Discussion and Possible Vote: Member Community Terms of Withdrawal.**

Alburg's Town Clerk has requested a buyout figure from the District. It was mentioned that when the Town of St. Albans joined the District they had asked about short term withdrawal and the board set a policy stating that we would look at the District Assets compared to the District's Debts for St. Albans Town in that situation. It was noted that if this was a negative figure, they would be responsible for their portion of that debt. The town was not a voting municipality for our current bonds. However Alburg having been in the District when we voted for the Georgia facility, are bonded to the District. Based on the policy and procedure of withdrawal as written in our charter, Alburg being 4% of the District Population, is responsible for 4% of our building debt of approximately 785K totaling a little over 31K. If we were to apply an asset to debt ratio, what would we use to calculate that? A discussion ensued. Mr. Leddy asked the question, which applies to Alburg? The board stated that our charter on bonded indebtedness is what should be followed. It was suggested that we insist that correspondence regarding this come from the Alburg representative or the Alburg Select Board.

Mr. Lintereur made the motion that a letter be sent to Alburg Select Board via Certified mail in response to the request from their town clerk, including a copy of the pertinent chapter of the Charter showing the language on bonded indebtedness, the terms under which Alburg joined the District. The letter should indicate the amount left on the bond to this date, and the amount that would be owed based on their % of District Population. The board retains the authority to adjust their position regarding this withdrawal figure and the executive committee will meet possibly prior to the January meeting, if so, it will be revisited then. Mr. Voegelé asked that we include a paragraph in the letter stating that the District is happily willing to discuss this with Alburg to try to find a common solution to their situation. The board stated that it should be brought to their attention that the state is considering a recommendation to make it mandatory that all towns be a part of a District, and that the institution of Act 148 will put additional

requirements on any solid waste planning entity. Mr. Cioffi suggested giving them a contact at the state who can explain what they will be responsible for with Act 148 if they leave the District rather than outlining it for them, this coming directly from the source rather than from The District.

Mr. Lintereur reworded the motion to state: Mr. Leddy is given authority to send a letter to all select-board members by certified mail, stating the we understand through your town clerk that Alburg is exploring the possibility of leaving the District. Include the bonded indebtedness chapter of the charter, outline the figures (give the numbers), include the name and number of a state contact who can explain their responsibilities if they are not a part of the District, and express the District's willingness to sit and talk with them. Ms. Anderson seconded the motion. All were in favor and the motion passed.

When The District received the request from Alburg, staff utilized email to communicate this situation, requesting feedback from the executive committee. The board felt that the administration committee should be involved in outlining guidelines for board email correspondence.

Mr. Rowe suggested that the board give some guidance to Mr. Leddy in order for him to proceed to fulfill Alburg's request.

**4) Other Business.**

- a) Schedule Committee Meetings for the coming month: To be determined.

**5) Public Comment. None.**

**6) Adjourn. 8:20 PM**