

Minutes  
Board of Supervisors  
October 13, 2010

The Board of Supervisors of the Northwest Vermont Solid Waste District held its regular monthly meeting on Wednesday, October 13, 2010 at the District Office, 158 Morse Drive in Georgia, VT.

**Supervisors Present**

Paul Lambert, Georgia  
Barry Kade, Montgomery  
Jim Tomlinson, Richford  
Bill Rowe, So. Hero

Joyce Tuck, Isle la Motte  
Dave Jacobs, No. Hero  
Dave Supernault, Sheldon  
Chris Leach, Swanton

**Supervisors Absent**

Gary Lockerby, Alburgh  
Berkshire, vacant  
Fairfield, vacant  
Grand Isle, vacant

Jim Lintereur, Bakersfield  
Pierre Letourneau, Enosburg  
Dave Clark, Fletcher  
Bill Cioffi, St. Albans City

**Others Present**

John Leddy, Executive Director  
Barry Domina, Operations Coordinator

Jess Morris, Business Manager  
Tom Reynolds, Programs Coordinator

**Members of the Public**

None

**6:30 PM – Draft FY10 Audit**

Teresa Kajenski from Fothergill, Segale and Valley introduced herself and spoke about the FY10 Draft Audit as follows:

- Audit is still draft; not completely reviewed and Management's Discussion and Analysis not complete
- Balance sheet - \$194,000 unrestricted fund balance as a result of Swanton joining and increase in surcharge income; increase in revenue and decrease in expense
- Capital Assets – spoke about purchases
- Gave brief overview of breakdown of expenses, cash flows
- Notes – explains accounting policies; currently no capital asset policy  
**Teresa suggests that the Board create a written policy regarding capital purchases to include a dollar amount**
- Material Weakness – critical duties of financial functions are only with Jess  
**Teresa suggests that there be some segregation of duties starting with someone else opening the bank statements (make minor changes now and develop other procedures as staffing/time allows)**

## 7:00 PM – Regular Board Meeting

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

1. Introduction of Tom Reynolds, Programs Coordinator and Barry Domina, Operations Coordinator. Barry and Tom introduced themselves and gave a brief description on their respective duties.
2. Josh Kelly and Tom Gilbert from The Highfields Institute. John stated that Josh and Tom could not make the meeting, but that he did have some updates to pass on that he would discuss under the Director's Report.
3. **VOTE:** Minutes of Board meeting of September 8, 2010. **Jim Tomlinson moved and Dave Supernault seconded approving the minutes as written. The vote was all in favor. The motion is approved.**
4. Old Business
  - a) Executive Director's Report. John referred Supervisors to the information in their packets and stated that he met with Christopher Kay and worked together to figure out chain of events for the District's SWIP. (January of 2008 District received pre-approval and staff requested that the Plan be withdrawn to re-write and include Swanton, building, etc.) John stated that he plans to re-submit the original plan, amending Swanton's re-admission. After the plan is approved, he will amend for facilities. John stated that the State must have the plan by 10/31.

John stated that the Hudak farm brought proposal to Planning Commission. The hearing was recessed pending a site plan drawn by a licensed engineer or surveyor. John stated that there are now 7 business/institutions interested and once a hauler is identified they will sign on to the project. A hauler has been identified and Highfields is in the final stages of negotiating.

John stated that he also discovered the Sheldon landfill re-certification is up on 11/30 and he will be working on that as well.

- b) Board Work Session Report. Bill Rowe gave a brief overview of the work session and stated that, as shown on page 2 of the notes, it was decided that the committees would be restructured to include Admin, Finance/Operations and Executive. He stated that the Admin committee would be charged with reviewing the charter and ordinances.
- c) Financial Report. Jess gave a brief update on the status of receivables, computer upgrades and cash registers.

Barry stated that he is looking into leaving the Montgomery site set up at the Fire Station rather than moving back to the Town Garage.

- d) **DISCUSSION AND VOTE:** Pay scale for Drop-off attendants. **Barry Kade moved and Chris Leach seconded to increase the pay scale for drop-off attendants in accordance with the document titled 'Proposed DO Wage Increase effective 7/1/10'. The vote was all in favor. The motion is approved.**

5. New Business

- a) **DISCUSSION:** Committee meeting schedule and assignments for October. The meeting schedules was agreed upon as follows:

Finance/Operations – Thursday 10/21 at 5 PM (possible 4 PM; to be decided by email)

Executive – Thursday 10/28 at 5 PM

Board – Wednesday 11/3 at 7 PM

6. Other Business. Per Teresa's suggestions, it was discussed that John would open bank statements and staff would make recommendations on other procedures to the Finance Committee. **Paul Lambert moved and Dave Supernault seconded that the Director open and review bank statements with date stamp and initial, and that staff make a general proposal to the Finance Committee for additional procedures. The vote was all in favor. The motion is approved.**

Joyce requested that an email be sent to the Personnel Committee asking for a report on the status of the building plaque.

Jim Tomlinson requested that the website be updated with current Board information.

Bill Rowe spoke briefly about phone coverage in the office. Jess stated that she would change the main greeting.

7. Public Comment.

8. Adjourn. There being no further business the meeting was adjourned at 8:15 PM.