

GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT

DRAFT Minutes January 17, 2019

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on **Thursday, January 17, 2019 at 8:00 AM** at the Dartmouth Town Hall, Room 305, 400 Slocum Road, Dartmouth, MA.

District Committee Members in attendance: John Beauregard, Chairperson; Daniel Patten, Christine LeBlanc, Ken Blanchard, Kathleen Towers.

Nathalie Dias, Vice-chairperson; arrived at 8:04 a.m.

Also present: Scott Alfonse, Executive Director; Cynthia Cammarata, Secretary; Attorney Matthew J. Thomas, District Counsel.

1. Call to order

The meeting was called to order at 8:00 AM.

2. Salute to the Flag

All in attendance stood to salute the flag.

3. Legal notices

Mr. Beauregard read the notice advising the Board that the meeting may be recorded by audio and/or video.

4. Warrants Reports and Ratification - (December 3 and December 20, 2018)

Motion to approve reports and ratify warrants on December 3 and December 20, 2018 made by Mr. Patten, seconded by Ms. LeBlanc. Voted 5-0.

5. Approval of Minutes (November 27, 2018 and December 6, 2018)

Motion to approve minutes of meetings on November 27 and December 6 2018 made by Ms. LeBlanc, seconded by Mr. Blanchard. Voted 5-0.

6. New Business

A. FY 2020 Budget

Motion to discuss the proposed Fiscal Year 2020 budget made by Ms. LeBlanc, seconded by Mr. Patten.

Mr. Alfonse referred to draft FY20 budget, and explained that the Salaries and Wages budget was reviewed and recommended by the Personnel subcommittee (Ms. LeBlanc and Ms. Towers) on

January 8, 2019. The Budget Subcommittee (Mr. Beauregard and Mr. Patten) met on January 9, 2019 and recommended approval of all sections of the budget with the exception of Salaries and Wages. The Committee recommended that in order to maintain the new employee's (Waste Reduction Assistant) salary at \$1 above minimum wage there be an increase to \$14 on 1/1/2020.

Referring to the memo outlining any significant changes to the budget, Mr. Alfonse pointed out that the Assessment to the City of New Bedford and Town of Dartmouth are level with the prior year - the split is based on tonnage. Revenue from commercial haulers is based on the minimum amount contractually required to bring in.

Regarding expenses, Mr. Alfonse noted that the new rates for Health Insurance haven't been announced; he expects the increase will be less than the budgeted amount of 10%. However, it is likely an employee currently covered elsewhere may join the District's plan. He told to Board that the Security Monitoring (which needs to be rebid) and Contract Labor line items have been increased as a result of the raise to minimum wage. Insurance premiums are on the rise explaining a budget increase. The Landfill Cover line item was reduced; Mr. Alfonse told the Board that this line item is hard to predict because it depends on the success of the District to secure alternative daily cover material. Inspection and Testing has been increased as the existing contract will expire in June of 2019. He noted that in FY17 the District and Commonwealth New Bedford Energy (CNBE) installed a hydrogen sulfide treatment system of which costs are shared; Mrs. Cammarata recommended a separate line item for costs associated with this system. There are no major repairs anticipated for Vehicle Maintenance, however there is an increase to the line item to account for a purchase of an excavator. Mr. Alfonse noted that in a prior meeting, Mr. Patten recommended that the purchase be budgeted rather than transferring money into and out of the Equipment Reserve.

Mr. Alfonse referred to the table illustrating the draft basic financial forecast developed last October. He pointed out that the entire \$206,677 recommended for Other Reserves would be deposited to the Future Solid Waste Management Fund, and suggested it may make sense to put this money into Construction Phase 2 instead. Mr. Beauregard recommended funding the Construction Phase 2 as that reserve is a known quantity.

Mr. Alfonse noted that a 2% increase was recommended for Salaries and Wages, with the exception of the new employees; Scale Operator (7%) and Assistant Diesel Mechanic (8%). He pointed out the District does not have a step increase salary scale.

In response to Mr. Patten's question regarding recycled materials, Mr. Alfonse clarified that line item is for materials that the District takes in such as street sweepings which can be used as cover material.

Motion to accept the Fiscal Year 2020 budget as amended made by Mr. Patten, seconded by Mr. Blanchard, voted 6-0.

Attorney Thomas clarified that the Construction Phase 2 deposit to reserve be increased to \$640,000 and the Future Solid Waste Fund be decreased to \$81,667.

b. Interest on reserve accounts

Motion to discuss the withdrawing interest on investments made by Ms. LeBlanc, seconded by Mr. Patten. Voted 6-0.

Mr. Alfonse explained that since 2006, the District has been withdrawing interest from its reserve

account at the end of the fiscal year for deposit into the general account; a practice thought to have begun when the District was experiencing revenue shortfalls. Currently, this is not the case; Mr. Alfonse recommends the District leave interest earnings in their respective accounts. According to Mary Sahady, the District may decide how it would like to handle interest for unrestricted funds.

Motion that interest earned in reserve accounts would be retained in their respective reserve accounts made by Ms. LeBlanc, seconded by Ms. Towers. Voted 6-0.

c. Travel/conference & training attendance policy

Motion to discuss the travel/conference attendance and training made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Alfonse explained that the District does not have a formal travel/conference & training attendance policy. With the impending SWANA conference, it is likely that the budget line item will be under budgeted. After a brief discussion, the Board agreed that regarding overnight travel employees obtain approval of the Executive Director, and Board Members or the Executive Director secure approval from the Chairman of the Board.

Motion that any employees who are requesting to go to a conference who would need an overnight stay obtain approval of the Executive Director and any Board Member or Executive Director wishing to travel with an overnight stay get the approval of the Chairman of the Board made by Mr. Patten, seconded by Mr. Blanchard, voted 6-0.

d. 612 Quanapoag Road lease

Mr. Alfonse explained to the Board that the carpets at 612 Quanapoag road needed replacement. The tenants expressed interest in hardwood floors and offered to install them if the District provided materials. The hardwood floors have been installed; Mr. Alfonse exhibited pictures. He recommended that the District credit the tenants who have resided at 612 Quanapoag since 2002 a \$1,000 one time credit for their labor. In response to Mr. Blanchard's question regarding insurance, Mr. Alfonse replied that the District holds insurance and is grandfathered by MIIA, and the tenants have rental insurance that names the District as additional insured as well.

Motion to credit the tenants of 612 Quanapoag Road a one time credit of \$1,000 made by Mr. Patten, seconded by Ms. LeBlanc. Voted 6-0.

e. Easement granted to Eversource (and predecessors) over District property

Motion to discuss easements granted to Eversource by Ms. LeBlanc, seconded by Mr. Blanchard.

Mr. Alfonse explained that some questions arose concerning easements. It has been determined that the easements with regards to Eversource have to remain in place; however there are questions regarding the easement granted to Commonwealth Resource Management Company (CRMC), the leaseholder on the landfill gas to energy plant, which need to be clarified.

Attorney Thomas explained that the District has two easements with Eversource; the original 20 foot easement from Barnet Boulevard, and a second 15 foot easement that extends from the end of the first easement to the water treatment plant and the landfill gas plant. This District granted a 20 foot easement to CRMC for a time period to run concurrent with the lease, which appears to be 2.5 feet larger on either side of the Eversource easement (which Eversource is occupying). CRMC has

installed in the extra 2.5 feet. Attorney Thomas believes that this was a mistake, and after conversations with CRMC's attorneys it was decided that the District grant CRMC a 20 foot wide easement for all utilities. The plan that's attached to the lease will be amended to reflect the new metes & bounds. The new easement will start when the new lease starts, in 2023, and will run concurrently with the lease.

Motion to authorize Mr. Beauregard to execute the new easement made by Mr. Patten, seconded by Ms. LeBlanc. Voted 6-0.

f. Directors report

Mr. Beauregard asked for a motion to receive the Director's report. Motion made by Ms. LeBlanc, seconded by Mr. Patten.

Mr. Alfonse pointed out that regarding the §457 plan, the District never migrated away from Nationwide, however the State has moved to the SMART Plan. He recommends the District migrate to the plan for two reasons: 1. the fees are more beneficial, and 2.) there is a fiduciary responsibility which the State Treasurer would assume taking the burden off of the District. Mr. Patten added that the SMART Plan also offers a Roth.

In response to Mr. Beauregard question, Mr. Alfonse told the Board the District hasn't received the letter of credit from a customer, however the bank is meeting today to discuss it. He noted that a \$124,000 payment was received on Tuesday, bringing the balance down significantly. Signed contracts have been received from all customers whose contracts were up. Mr. Alfonse also indicated that the information received from another customer indicated that tonnage other than that which the District is contractually obligated to accept was delivered to Crapo Hill; the District will invoice for the difference between the contracted rate and the gate rate.

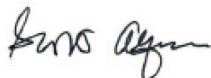
6. Set date for Next Meeting

Next meeting is scheduled for March 6, 2019 at 8:00 a.m.

7. Adjourn

Chairperson Beauregard asked for a motion to adjourn meeting. Motion made by Ms. LeBlanc, seconded by Mr. Patten. Vote 6-0. Meeting adjourned at 8:46 a.m.

Approved by vote of District Committee on Wednesday, March 6, 2019.



3/6/2019

Scott Alfonse, Executive Director