

**GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICTDISTRICT
MEETING**

Meeting Minutes
Wednesday, May 20, 2020

1. Call to order

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on **Wednesday, May 20, 2020 at 8:00 AM** at the Greater New Bedford Regional Refuse Management District Administration Office, 600 Quanaoag Road, Dartmouth, MA 02747.

(District Committee members participated remotely via video conference call)

Chairperson Beauregard called the meeting to order at 8:00 am and read the following notice: "Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, as extended by the Governor's March 31, 2020 Order, this meeting of the Greater New Bedford Regional Refuse Management District's District Committee is being conducted via remote participation.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order.

Despite the committee's best efforts, the board is not able to provide for real-time access, and so a record of this meeting will be posted on the District's website at www.gnbrmdistrict.org as soon as possible after the conclusion of the meeting. There is no charge to access the recording.

Chairperson Beauregard reminded members that texting and private chats on the video conference platform are not an acceptable method of remote participation. He also wanted to make sure that all members could be heard when they are speaking and if any member cannot hear another member to please let him know. Finally, he informed members that if their remote connection is lost, that they should attempt to sign back in. The time they were disconnected and the time they signed back in will be noted.

OPEN MEETING LAW RECORDING ANNOUNCEMENT

Pursuant to the Open Meeting Law, any person may make an audio or video recording of this public meeting or may transmit the meeting through any medium. Attendees are

therefore advised that such recordings or transmissions are being made wither perceived or unperceived by those present and are deemed acknowledged and permissible.”

2. Legal notice

Chairperson Beauregard noted that the legal notices of the meeting were posted in Dartmouth and New Bedford more than 48 hours prior to the meeting.

3. Roll call of members

Chairperson, John Beauregard; yes

Daniel Patten, yes

Christine LeBlanc, yes

Ken Blanchard, yes

Michael Gagne, yes

Also present Scott Alfonse, Executive Director; Leonor Ferreira, Secretary; Attorney Matthew J. Thomas, District Counsel.

4. Warrant Report and Ratification – Warrant dated April 17 and May 11, 2020.

Chairperson Beauregard asked for a motion to ratify the warrants dated April 17, 2020 and May 11, 2020. Motion made by Mr. Patten, seconded by Mr. Blanchard.

Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, yes.

5. Approval of Minutes – April 23, 2020

Chairperson Beauregard asked for a motion to approve the April 23, 2020 minutes.

Motion made by Mr. Patten, seconded by Ms. LeBlanc. Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, yes.

6. Old Business

a. Long term planning discussion

Chairperson Beauregard asked for a motion to discuss long-term planning for the District. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard.

Mr. Alfonse discussed the draft Scope of Work for long-range planning for the District. He spoke about the next steps which included developing qualifications for a consultant (strong solid waste management background, financial planning background, market research background, feasibility analysis in solid waste projects). The project could be performed by a team of consultants instead of a single consultant. Then, a path for solicitation would need to be developed and he provided different options available for the solicitation process. Mass General Law Chapter 30B invitation for bid (IFB) which allows for the lowest bidder; Request For Proposal (RFP) which allows the District some flexibility; or a

Request for Design Services option which allows the District to obtain proposals from consultants that show their qualifications, and that allows the District to negotiate the scope and the price for the services.

Mr. Alfonse asked Attorney Thomas how comments on the Scope of Work from board members should be obtained. Attorney Thomas stated that all comments should be emailed back to Mr. Alfonse and not shared with any other board member. Comments will be emailed to Mr. Alfonse by June 3, 2020.

Attorney Thomas questioned what Mr. Gagne's comments were on Designer Selective. Mr. Gagne noted that it is a good system, and noted that the District would need to set up a rating criteria system (advantageous, less advantageous, etc.). Firms would be more responsive to the scope.

b. COVID-19 operations update

Chairperson Beauregard asked for a motion to receive an update on District operations. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Alfonse referred to the memo outlining the steps taken for keeping the employees safe during COVID-19 outbreak. He noted that distancing will be the key for maintaining the safety of all employees, and noted that challenges associated with the Waste Reduction staff who share one office space.

Ms. LeBlanc questioned if the Waste Reduction staff could alternate office space. Mr. Alfonse noted that the challenge was that the staff use desktop computers which make it difficult to move around. However, remote working has been working well with all staff. Mr. Beauregard questioned if the telephone system should be upgraded. The board discussed obtaining a cell phone and have calls forwarded to that cell phone.

c. Tablets / software for District Committee update

Chairperson asked for a motion to receive an update on tablets/software for District Committee. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard.

Mr. Alfonse noted that a new Granicus software proposal was received which was less than the previous proposal, but it is still unclear to him and will be contacting company for more information. He hopes to have an updated quote for the board for the next meeting.

Attorney Thomas noted that any information sent and stored on board members' personal computers are public record, as long as it is part of District work. He recommended members separate it or put it on external hard drive or folder.

7. New Business

a. Advertise Invitation for Bid for excavator

Mr. Beauregard asked for a motion to authorize the Executive Director to advertise an Invitation for Bids for a new excavator. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Alfonse noted that the FY20 budget included \$400,000 for an excavator and requested that the board approve the advertisement of an invitation for bids for a new excavator. Mr. Beauregard questioned what would be done with the old excavator, and Mr. Alfonse replied that it could be sold. Mr. Blanchard suggested looking into a lease option. A lease option includes yearly maintenance costs which could reduce costs to the District. Mr. Gagne suggested looking into the GSA Advantage website. He is willing to assist with the search if the specifications are sent to him. Mr. Alfonse noted that the District should not specify the manufacturers due to open bid; however, he will speak with Shawn Peckham to obtain the specifications and send them to Mr. Gagne. He will also look at the lease option.

Mr. Patten noted that if the budgeted \$400,000 would not be expensed in FY 20, that at the end year when the reconciliation is done it could be moved to reserve funds and then withdrawn next year. Mr. Alfonse will also inquire with Ms. Sahady if District can encumber the funds.

Motion to allow the Executive Director to advertise contingent upon at first exploring the lease option, then also having Mike Gagne look into pricing on the GSA Advantage site. Motion made by Mr. Blanchard, seconded by Ms. LeBlanc. Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, yes.

b. Donation in memory of Kathleen Putney Towers, District Committee member

Mr. Beauregard asked for a motion to discuss donation in memory of Kathleen Putney Towers. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard.

Mr. Alfonse referred to the memo noting that Ms. Tower's family request that in lieu of flowers, donations for monetary value be made to Department of Children & Families at 651 Orchard Street Suite 400, New Bedford. The board agreed on a \$500 monetary value donation in memory of Kathleen Towers pursuant of wishes of her estate.

Motion to donate in the amount of \$500 in memory of Kathleen Putney Towers to the Department of Children & Families for the use intended. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, yes.

c. Director's report

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

Mr. Alfonse referred to the memo noting the landfill operations graph of solid waste which showed an increase in residential solid waste and a decrease in commercial solid waste. He provided an update on recycling noting that the focus is on waste reduction but through live feeds and social media outreach. The May 30, 2020 Household Hazardous Waste Collection has been cancelled.

Mr. Alfonse noted that the tenant at 74 Quanapoag Rd, Freetown, has indicated interest renewing the lease for one (1) more year.

Motion to authorize Mr. Alfonse to sign the amendment to the lease for one-year period made by Mr. Blanchard, seconded by Ms. LeBlanc . Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, yes.

d. Items which could not have been reasonably anticipated 48 hours in advance

8. Set Date for Next Meeting

Next meeting is scheduled for Thursday, June 25, 2020 at 8:00 a.m.

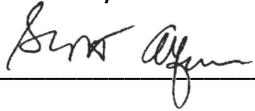
9. Adjourn

Chairperson asked for a motion to adjourn. Motion made by Mr. Patten, seconded by Ms. LeBlanc. Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, yes. Meeting was adjourned at 9:00 a.m. on Wednesday, May 20, 2020.

MEMOS

- 6a. Long term planning discussion
- 6b. COVID-19 operations update
- 6c. Tablets / software for District Committee update
- 7a. Advertise Invitation for Bid for excavator
- 7b. Donation in memory of Kathleen Putney Towers, District Committee member
- 7c. Director's report
- 7d. Items which could not have been reasonably anticipated 48 hours in advance

Approved by vote of District Committee on Thursday, June 25, 2020.



Scott Alfonse, Executive Director