

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

Meeting Minutes

Thursday, June 25, 2020

**1. Call to order**

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on **Thursday, June 25, 2020 at 8:00 AM** via web conferencing service.

**District Committee members participated remotely.**

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.gnbrrmdistrict.org](http://www.gnbrrmdistrict.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 Beaugard 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 Beaugard; yes**

**Daniel Patten, yes**

**Christine LeBlanc, yes**

**Ken Blanchard, yes**

**Michael Gagne, not in attendance**

**Also present** Scott Alfonse, Executive Director; Leonor Ferreira, Secretary; Attorney Matthew J. Thomas, District Counsel, and Cynthia Cammarata, District Accountant.

## **4. Warrant Report and Ratification – Warrant dated June 9, 2020.**

**Chairperson Beaugard asked for a motion to receive and ratify the warrant report dated June 9, 2020. Motion made by Mr. Patten, seconded by Ms. LeBlanc. Roll call vote: John Beaugard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

## **5. Approval of Minutes – May 20, 2020**

**Chairperson Beaugard asked for a motion to approve the May 20, 2020 minutes. Motion made by Mr. Patten, seconded by Ms. LeBlanc. Roll call vote: John Beaugard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

## **6. New Business**

a. Approval of FY 2021 contracts

i. Engineering Services

**Chairperson Beaugard asked for a motion to approve and authorize the Executive Director to sign the FY 2021 Brown and Caldwell Engineering Services contract. Motion made by Mr. Patten, seconded by Mr. Blanchard.**

Mr. Alfonse referred to the memo and discussed the scope of services and the estimated cost for engineering services for FY 2021. He noted that there was an hourly fee / hourly rates increase over last year’s fee schedule, but he noted that this was the first increase in five years. He noted that Sam Chapin, the Project Manager for Crapo Hill since its inception, will be retiring this calendar year. The Committee discussed the value of Mr. Chapin’s institutional knowledge and Brown and Caldwell’s proposal to replace the

project manager. The committee wished him well on his upcoming retirement.

**Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

ii. Legal Services

Attorney Thomas signed off at 8:10 am

**Motion to approve and authorize the Executive Director to sign the FY 2021 contract for legal services with Attorney Matthew J. Thomas. Motion made by Mr. Patten, seconded by Mr. Blanchard.**

Mr. Alfonse referred to the memo noting the hours of services and billing rates.

Mr. Patten noted that the "Client Fee Agreement" contract does not specify \$175. Mr. Alfonse noted that there are two work orders associated with the Client Fee Agreement (Work Order -001 and Work Order -002). Work Order -001 refers to the \$175/hour cost, and Work Order -002 refers to the \$200/hour cost.

Ms. LeBlanc asked if an individual work order was needed every time legal services were needed. Mr. Alfonse noted that there are two work orders associated with the contract. The first work order is for a minimum of 25 hours at \$175/hour. The second work order is for \$200/hour and it covers anything over the 25 hours. The scope of work of both work orders are similar. However, the scope of work on the -002 work order does not have the 25-hour stipulation; it covers any services.

Mr. Blanchard noted "Exhibit A" "Scope of Thomas' Work" paragraph 2 "Director of Operations to request work from Attorney Thomas" and he noted that there was not a Director of Operations position listed in the budget. Mr. Alfonse noted that it was a typo and Attorney Thomas will correct it to "Operations Manager". Mr. Blanchard questioned if the Operations Manager would also be able to request legal services from Attorney Thomas, and Mr. Alfonse agreed.

**Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

Attorney Thomas signed back in at 8:18 am.

iii. Security Services

**Motion to approve and authorize the Executive Director to amend the contract with Best Security Services to exercise a one-year option to renew**

**the contract (July 1, 2020 to June 30, 2021) at \$16.97 per hour. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard.**

Mr. Alfonse referred to the memo noting that Best Security Services has performed favorably for several years.

**Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

iv. Temporary Labor Services

**Motion to approve and authorize the Executive Director to amend the contract with BJ's Service Company to exercise a one-year option to renew the contract (July 1, 2020 to June 30, 2021) at \$17.33 per hour. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard.**

Mr. Alfonse noted that due to the current pandemic the District has one temporary employee to ensure distancing.

Mr. Beauregard questioned what the type of work employees perform. Employees perform various duties including janitorial, and picking up litter and landscaping around the landfill. Mr. Alfonse noted that they are used on an as needed basis and the District does not choose the employee(s) sent to the landfill.

**Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

v. Various Materials

**Motion to approve and authorize the Executive Director to amend the contracts with the following vendors to exercise a one-year option to renew the contracts (July 1, 2020 to June 30, 2021) at the unit rates specified in the memo contained in the packet. Motion made by Mr. Patten, Ms. LeBlanc.**

Mr. Alfonse referred to the memo noting the four vendors providing various materials under contract and their unit prices.

**Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

b. Authorize to pay FY 19 expense

Mr. Alfonse noted that this matter has been resolved and there is no expense from FY 2019 to authorize.

**Chairperson Beauregard asked for a motion to take no further action. 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, not in attendance.**

- c. Authorization to carry forward FY 20 appropriation for equipment lease and/or purchase.

**Chairperson Beauregard asked for a motion to carry forward \$400,000 in the FY 2020 “equipment purchase” line item to FY 2021. Motion made by Mr. Patten, seconded by Ms. LeBlanc.**

Mr. Alfonse referred to the memo and noted that the District is not prepared to make the equipment purchase this fiscal year.

Mr. Beauregard questioned that should the equipment purchase cost \$380,000 what would happen to the remaining \$20,000. It was noted that the remaining balance would be available on the next November’s reconciliation.

**Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

- d. Director’s report

**Motion to receive the Director’s report made by Ms. LeBlanc, seconded by Mr. Blanchard.**

Mr. Alfonse referred to the memo and provided a brief update on the Financial Update, Customer/Receivables Update, Quanapoag Road illegal dumping.

Dartmouth Update – Mr. Beauregard noted that there was positive feedback from Dartmouth Select Board after the June 1, 2020 meeting.

The committee discussed the ongoing illegal dumping on Quanapoag Road. and ideas to address the problem.

Mr. Alfonse reviewed the other items in the memo on this subject and noted he plans to have a draft qualifications for a consultant ready for the next meeting.

**Roll call vote: John Beauregard, yes; Daniel Patten, yes; Christine LeBlanc, yes; Ken Blanchard, yes; Michael Gagne, not in attendance.**

**7. Set Date for Next Meeting**

Next meeting is scheduled for Thursday, August 5, 2020 at 8:00 a.m.


**8. 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, not in attendance. Meeting was adjourned at 8:47 a.m. on June 25, 2020.

## **MEMOS**

- 6.a.i                      Approval of FY 2021 Contracts – 6.a.i – Engineering Services
- 6.a.ii.                    Approval of FY 2021 Contracts – 6.a.ii – Legal Services
- 6.a.iii. – v.             Contracts for Security Services, Temporary Labor Services & Various Materials
- 6.b.                        Authorization to pay FY 2019 expense
- 6.c.                        Authorization to carry forward FY 20 appropriation for Equipment
- 6.d.                        Director's Report

Approved by vote of District Committee on Wednesday, August 12, 2020.



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Scott Alfonse, Executive Director