

**GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT  
DISTRICT MEETING – September 29, 2021**

Minutes

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on **Wednesday, September 29, 2021, at 8:00 AM** at the Dartmouth Town Hall, Room 315, 400 Slocum Road, Dartmouth, MA.

**District Committee Members in attendance:** Chairperson, John Beauregard; Daniel Patten, Christine LeBlanc, Ken Blanchard, Michael Gagne, Kelley Cabral-Mosher.

**Also present:** Scott Alfonse, Executive Director; Leonor Ferreira, Secretary; Attorney Matthew J. Thomas, District Counsel. UMass Boston Collins Center representatives Michael Hale and Mary Aicardi.

**1. Call to order**

Chairperson Beauregard called the meeting to order at 8:02 a.m.

Chairperson Beauregard welcomed New Bedford's District Committee new committee member Kelley Cabral-Mosher.

**2. Legal Notices**

Mr. Beauregard read the notice advising the committee that the meeting may be recorded by audio and/or video, and noted that the legal notices of the meeting were posted more than 48 hours prior to the meeting.

**3. Roll call of members**

Chairperson Beauregard, yes  
Daniel Patten, yes  
Christine LeBlanc, yes  
Ken Blanchard, yes  
Michael Gagne, yes  
Kelley Cabral-Mosher, yes

**4. Approval of minutes**

Chairperson Beauregard asked for a motion to approve the minutes of **April 29, 2021 (12:00 p.m.), April 29, 2021 (2:00 p.m.); and July 15, 2021, executive session and open session.** Motion made by Mr. Patten, seconded by Mr. Blanchard. Ms. Cabral-Mosher abstained. Motion passed 5 – 0.

## **5. Warrant Report and Ratification – Warrant Nos. 1-22, 2-22, 3-22 and 4-22**

**Chairperson Beauregard asked for a motion to ratify the warrant numbers 1-22, 2-22, 3-22 and 4-22. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Ms. Cabral-Mosher abstained. Motion passed 5-0.**

## **6. Old Business**

- a. Presentation on the Classification and Compensation Study.

**Chairperson Beauregard asked for a motion to hear a presentation from representatives of the Collins Center at a UMass Boston on the Classification and Compensation Study performed for the District. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard.**

Mr. Alfonse introduced representatives from the Collins Center, Mary Aicardi and Michael Hale and provided the background that led to study.

Ms. Aicardi reviewed the handout “Classification and Compensation Study” and the draft “Classification and Compensation Study” report. She noted the District does not currently have a compensation system, which could lead to problems. There is no system for evaluating which employees should be in which grades.

Mr. Hale discussed the employee interview process and job description development as outlined in the draft report.

Ms. Aicardi also reviewed the table entitled “Summary of Survey Results” and the “Recommended Compensation Schedule”.

Mr. Patten asked of the communities they obtained data from if they knew which provided Cost of Living Adjustments (COLAs). Ms. Aicardi noted that they did not ask but they could follow up on it. Mr. Patten noted New Bedford (and other communities) offer a COLA annually in addition to step increases. She also noted that it wouldn't be surprising if all communities provided COLAs because employees are members of unions.

Mr. Beauregard asked if the District wanted to compensate an employee who performed very well, would it be restricted from doing this by a grade / step system. Ms. Aicardi noted that it was the District's choice to do whatever it chooses and it could set its own policy. But in terms of fairness, they would recommend the District create a policy. She cited that the City of Sommerville as an example and described how they approached it (they had more steps and smaller increases in between to allow for managers to offer two step increases instead of one). She noted that the District could offer ranges. It does result in an additional function as to how the District will move people through the salary scale. It should be done in conjunction with a formal system to reduce the potential for the appearance of bias.

Mr. Alfonse noted the difference between public sector and private sector information access

(public sector salaries are public information whereas private sector information is more closely guarded).

Attorney Thomas noted that once the board adopts something, it could give a parameter for somebody to claim inequity. Right now, they can still claim inequity but it's a lot more of a different situation and more like a private sector situation in defending it. Once you create the steps, you've got to agree on the policies. The policy is going to have to be very clear as to what can happen, because otherwise, that creates the framework for somebody to claim inequity.

Mr. Alfonse asked for clarification on what the policy would address. Attorney Thomas noted he was referring to a policy for performance increases. He noted that the compensation structure is one component, and there will need to be a policy as to how it is implemented. He also cautioned that there needs a policy for implementation with transparency.

Mr. Blanchard asked if the policy would include a requirement for annual performance reviews. Attorney Thomas recommended that once the board adopts a compensation schedule, it should consider a policy for implementing the schedule.

Attorney Thomas asked Ms. Aicardi about longevity pay for someone who has been employed for a long period of time. Ms. Aicardi noted that longevity pay can be viewed in two ways. The District could -- increase pay based on years of service (typically not considered longevity pay). The second option is a system offering escalating payments based on years of service. Usually at 10 years, longevity pay is offered as employees that are at top step.

Mr. Alfonse noted that the District does not offer longevity pay but the City of New Bedford and Town of Dartmouth offer it.

Mr. Blanchard asked if longevity pay contributed to employee retention.

Mr. Beauregard noted that it is usually offered as part of a collective bargaining process.

Ms. Aicardi discussed the difference between longevity pay and the compensation schedule or pay scale. She noted a pay scale is about the value of the job that you hold and doesn't fully recognize an employees' years of service. She used an example of a 30 year employee at the top step. The duties required of the job do not warrant adding another step. The Collins Center does not recommend percentages, because it can be regressive for lower paid individuals.

**Mr. Patten left the meeting at 8:47 a.m. due to a work related commitment.**

Attorney Thomas asked if there should be different compensation schedules for the Treasurer (one as a board member; one as a full-time employee) and would it be in the same grade as in the "draft" report or be put in a different grade. Mr. Hale replied that it would be graded the same because it was focused on the hourly rate and treasury functions only; the responsibilities as a board member were eliminated because a board member cannot be an employee.

Mr. Beauregard noted that the study would be taken under advisement and maybe discussed by the Personnel subcommittee.

**Ms. Aicardi and Mr. Hale left the meeting at 8:50 a.m.**

**Chairperson Beauregard asked for a motion to accept and put on file. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Motion passed 5 – 0.**

**Chairperson Beauregard asked for a motion to table for further discussion. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Motion passed 5 – 0.**

Mr. Beauregard noted that the committee will review the study and decide what the next steps will be; whether it goes to Personnel subcommittee and add another member to that committee or bring it back to the full Committee.

- b. Solid Waste Planning Services update

**Chairperson Beauregard asked for a motion to receive an update on Solid Waste Planning Services. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard.**

Mr. Alfonse provided a brief update on the status.

- c. COVID update

**Chairperson Beauregard asked for a motion to receive an update on COVID-19. Motion made by Ms. LeBlanc, seconded by Ms. Cabral-Mosher. Motion passed 5 – 0.**

Mr. Alfonse provided an update.

## **7. New Business**

- a. Discussion of the status of District residential properties

**Chairperson Beauregard asked for a motion to discuss District residential properties. Motion made by Ms. LeBlanc, seconded by Mr. Gagne. Motion passed 5 – 0.**

Mr. Alfonse reviewed the memo and explained the need for an architect.

Mr. Beauregard asked if the current District office space was sufficient or should 74 Quanapoag Rd be converted into an office. Mr. Alfonse explained that in his opinion the current office is not sufficient. He said that there are two full time employees and one part time employee who currently share an office in the city's wastewater treatment plant building. He prefers to have all District employees in one location.

Mr. Beauregard asked if 74 Quanapoag Rd. should be considered for the office location. Mr. Alfonse noted the potential challenges achieving compliance with handicapped access requirements given the building elevation.

Mr. Blanchard agreed with Mr. Beauregard but noted that maybe an expansion and modernization of the current District office would be practical, and leave 74 Quapanoag Rd. as rental residence. He suggested having the architect look at every option available.

Ms. LeBlanc asked if the tenant's reason for vacating the property had anything to do with the house and Mr. Alfonse responded not to his knowledge.

- b. Award contract to purchase Ford F-550 pickup truck  
**Chairperson Beauregard asked for a motion to award a contract to purchase a Ford F-550 pickup truck. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Motion passed 5 – 0.**

Mr. Alfonse reviewed the memo.

**Chairperson Beauregard asked for a motion to approve the purchase of a 2020 Ford F-550 pickup truck. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Motion passed 5 - 0.**

- c. District employee health insurance  
**Chairperson Beauregard asked for a motion to discuss the proposal received from MIIA. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Motion passed 5 – 0.**

Mr. Alfonse reviewed the memo and the quote proposal. He noted that MIIA rates are based on claims experience. Given the District's size, this could result in fluctuations.

Mr. Gagne noted that in some municipalities, MIIA uses a blended rate. They use a portion of the district's loss run and the claims experience for the total memberships of MIIA. He suggested this should be confirmed. He also would like to see MIIA's list of non-city and non-town members. He noted that some municipalities who joined had their rates increase within year three (3), so there should further discussion MIIA.

**Mr. Gagne left the meeting at 9:10 a.m.**

**Chairperson Beauregard asked for a motion to table the health insurance discussion for future meeting. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Motion passed 4 – 0.**

- d. Director's Report  
**Chairperson Beauregard asked for a motion to discuss the Director's report. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Motion passed 4 – 0.**

Mr. Alfonse reviewed the memo.

No further discussion.

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

None

**8. Set date for next meeting.**

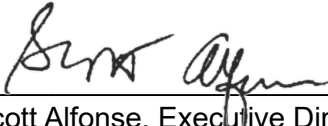
Next Committee meeting will be scheduled for mid-October. Date to be determined.

**9. Adjourn**

**Chairperson asked for a motion to adjourn meeting. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. Motion passed 4 – 0.**

**Meeting adjourned at 9:16 a.m.**

Approved by vote of District Committee Tuesday, October 19, 2021.

  
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Scott Alfonse, Executive Director

**MEMOS**

- 6a. Presentation of the Classification and Compensation Study dated 9/24/2021
- 6b. & 6c .Solid Waste Planning Services & COVID Update dated 9/24/2021
- 7a. District Residential Properties dated 9/24/2021
- 7b. Award contract to purchase Ford F350 pickup truck dated 9/24/2021
- 7c. Employee Health Insurance dated 9/24/2021
- 7d. Director's Report dated 9/24/2021

**OTHER ATTACHMENTS**

“Classification and Compensation Study” handout