

GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT MEETING

Meeting Minutes

Tuesday, November 16, 2021

The Greater New Bedford Regional Refuse Management District Committee held a publicly posted meeting on **Tuesday, November 16, 2021, at 8:00 A.M.** 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, Kelley Cabral-Mosher.

Not in attendance: Michael Gagne.

Also present: Scott Alfonse, Executive Director; Leonor Ferreira, Secretary; Attorney Matthew J. Thomas, District Counsel; Andrew Lima, Hague, Sahady & Co.

Cindy Cammarata, District Accountant participated remotely.

1. Call to order / Salute the flag

Chairperson Beauregard called the meeting to order at 8:00 a.m.

All in attendance stood to salute the flag.

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, not in attendance

Kelley Cabral-Mosher, yes

4. Approval of minutes

Chairperson Beauregard asked for a motion to approve the minutes of October 19, 2021. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. All voted in favor. Motion passed 5 – 0.

5. Warrant Report and Ratification – Warrant No. 6-22 (October 21, 2021)

Chairperson Beauregard asked for a motion to ratify warrant number 6-22 dated October 21, 2021. Motion made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

6. New Business

- a. FY 21 Audit Presentation by representatives of Hague, Sahady & Co.

Chairperson Beauregard asked a motion to discuss the FY 2021 audited financial statements. Motion made by Mr. Patten, seconded by Mr. Blanchard. All voted in favor. Motion passed 5 - 0.

Mrs. Cammarata joined the meeting by telephone at 8:05 a.m.

Mr. Lima referred to the Financial Statements and said the audit was done entirely remote this year again due to the COVID-19 pandemic. He noted that there were no major findings. He reviewed page 3 (Financial Highlights), page 4 (Condensed Financial Information) noting the increase in the District's net position.

He then discussed Statement of Revenues and Expenses – Budget and Actual (Non-GAAP Budgetary Basis) on page 53, page 54, and noted the amount available for the FY2021 Reconciliation, which is approximately \$1.2 million.

Mr. Lima reviewed page 9 (Management's Discussion and Analysis) as presented.

Mr. Lima reviewed page 13 (Statement of Net Position) noting the Net OPEB Asset (NOA). He then discussed details of the OPEB trust, referring to pages 19 and 20 (Statement of Fiduciary Net Position) and page 49 and 50 (Required Supplementary Information) noting the Plan fiduciary net position has been positive for a number of years. He noted that given the District's finite life, the OPEB liability has been conservatively calculated.

Mr. Lima reviewed page 51 and page 52 (Net Pension Liability). He said the District is required to book a proportionate share of New Bedford Retirement System pension liability on its balance sheet. Mr. Lima discussed the Statement of Restricted Net Position on pages 55 and 57 as presented, which are the District's various reserve funds.

He then commented on page 59 and 60 (Internal Control Over Financial Reporting) noting that controls over the books are excellent, the staff was ready to go when they were scheduled and it was another smooth audit. Mr. Alfonse complimented Cindy Cammarata, who does a very meticulous job as the District's Accountant.

Chairperson Beauregard commended Mrs. Cammarata for a job well done.

Chairperson Beauregard asked if Mr. Lima saw any areas of concern and/or anything the board should be implementing. Mr. Lima replied by saying no, and with respect to the investments, it's sort of a model for other governments.

Mr. Patten noted the tonnage increase. Mr. Alfonse replied by noting that residential tonnage increased slightly due to the pandemic (COVID-19) where people are working and staying home more, therefore more trash is being generated.

Chairperson Beauregard stressed the importance of looking forward and extending the life of the District.

Chairperson Beauregard thanked District and Hague, Sahady & Co. staff for their work on the audit.

Mr. Lima left the meeting at 8:19 a.m.

Motion to receive and place on file made by Ms. LeBlanc, seconded by Mr. Blanchard. All voted in favor. Motion passed 5 – 0.

b. FY 2021 Reconciliation and discussion of District reserves

Chairperson Beauregard asked for a motion to discuss the FY 2021 Reconciliation and District reserve funds. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Mr. Alfonse reviewed the reconciliation process for the committee. He then reviewed the Draft FY 2021 Reconciliation and proposed deposits of FY 2021 revenue to reserves. He referred to the spreadsheet and discussed the table "District Reserve Balances and Goals – November 2021" as presented.

Chairperson Beauregard asked if Building Capital Improvements are part of the Geosyntec scope. Mr. Alfonse said it was part of their scope to a certain extent. They will be looking at various properties owned by the District to try and determine the highest and best use. However, work proposed for two (2) District residential properties is not part of the Geosyntec scope. He said that since they will remain residential properties, the District should upgrade those buildings immediately. He is in the process of completing a request for design services to select an architect to design upgrades (heating system at 74 Quanapoag Rd, Freetown and new windows at 612 Quanapoag Rd, Dartmouth).

Mr. Blanchard asked if an architect was going to create a capital plan going forward (i.e. fix the roof now and then maintain it 50 years later). Mr. Alfonse said the upcoming work was to address more immediate needs, but at some point it is something the District will need to do. The board discussed what an architect's scope might include.

Attorney Thomas noted certain conditions of the Site Assignment and of the Water Agreement and the importance of continuing to maintain the Environmental Contingency Trust Fund.

Chairperson Beauregard asked if each reserve was restricted, or could they move funds for other uses (i.e. move Land Purchase Reserve Funds to another reserve fund, such as Post Closure). Attorney Thomas noted that Post Closure is in a separate trust (as well as other reserves) and the uses are restricted. Mr. Alfonse said the District maintains reasonable reserves, and described how the Land Purchase reserve evolved.

The board discussed scenarios of how various reserve funds might be used.

Chairperson Beauregard noted the important role reserves play in reducing future liability to the Town and City.

Motion to authorize the Treasurer to certify the Fiscal Year 2021 Reconciliation and approve the transfer of the following FY 2021 revenue into the following reserve funds: \$204,000 into Building Capital Improvement Reserve; \$500,000 into Environmental Contingency Trust Fund, and \$566,192 into Future Solid Waste Management Trust Fund. Motion made by Mr. Blanchard, seconded by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

Mrs. Cammarata signed off at 8:40 a.m.

c. Proposed revision to Procurement and Contract Execution policy

Chairperson Beauregard asked for a motion to discuss revision to the Procurement and Contract Execution Policy. Motion made by Mr. LeBlanc, seconded by Mr. Patten.

Mr. Alfonse reviewed the memo.

Motion to approve Proposed Revision to Procurement and Contract Execution Policy to authorize the Executive Director to execute amendment(s) to contracts with a value of \$50,000 or more, provided the sum of the amendment(s) does not exceed 5% of the total original contract amount. Any amendment(s) which exceeds 5% of the total original contract amount shall not be executed until a majority of the members of the District Committee have voted to authorize the Executive Director/ Chief Procurement Officer to execute such amendment(s)., made by Ms. LeBlanc, seconded by Mr.

Patten. All voted in favor. Motion passed 5 – 0.

d. Director's Report.

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

Mr. Alfonse reviewed the memo.

Mr. Alfonse mentioned the MassDEP Recycling Dividend Program (RDP) grant Marissa Perez-Dormitzer, Waste Reduction Manager, helped New Bedford and Dartmouth submit. RDP is a grant program through MassDEP that provides money to cities and towns for recycling and solid waste programs. New Bedford was award \$97,500. He noted that Cambridge was the only other city to receive the grant of this size.

Chairperson Beauregard asked if New Bedford and Dartmouth have the most aggressive waste reduction programs. Mr. Alfonse replied Geosyntec is reviewing the waste reduction efforts for the master plan and commented that they would use this as a benchmark for other communities. He discussed the waste ban process and public education.

Chairperson Beauregard commended Marissa for the great work she does.

Motion to receive and place on file made by Ms. LeBlanc, seconded by Mr. Patten. All voted in favor. Motion passed 5 – 0.

7. Old Business

a. Classification and Compensation Study Update

Chairperson Beauregard asked for a motion to continue discussion of the Classification and Compensation Study. Motion made by Mr. Patten, seconded by Ms. Cabral-Mosher.

Mr. Alfonse reviewed the memo on the subject in the packet, and reviewed the spreadsheet attached to the memo. He noted that the fourth set of columns in the spreadsheet provides information on an option that the Committee did not request. He noted that some employees have served in their positions for a considerable amount of time and commented that some adjustment could be made for that service.

Mr. Patten clarified that his recommendation proposed eliminating steps 1 and 2, and using step 3 as the base step.

Mr. Alfonse concluded that he forwarded comments from the last District Committee meeting to the Collins Center and expected to receive responses to all the comments by this meeting. He received a response memo, but it did not completely address all the comments. He summarized some of the other issues that the Collins Center memo addressed, and noted that those issues were not in response to any comments by the District.

Attorney Thomas asked if this was to be implemented in FY 2022 and Mr. Alfonse responded that the Committee would make that determination. He noted that the recent Collins Center memo recommended adjustments be made in January 2022 to avoid retroactive payments. He noted that calculating retroactive payments would not be difficult due to the low number of employees.

Mr. Beauregard was satisfied with the overall annual fiscal impact of the recommendations. Mr. Beauregard suggested the Committee receive any final comments from the Collins Center and make a final decision at its December 7 meeting.

Mr. Blanchard noted that the longevity payment program was already decided, so any comments relative to this in the Collins Center memo are moot.

Mr. Patten suggested limiting the adjustment for years in position to a maximum of two steps. Mr. Alfonse noted that in some instances, the adjustment would advance an employee to the top step. Mr. Patten said that if the system were in place in January 2022, employees would be eligible to receive another step increase in July 2022. Mr. Blanchard expressed concern that a large increase could appear excessive. Mr. Alfonse said that the table only represents the potential increase in FY 2022. There are other implications to future retirement contributions and future payroll budgets. Mr. Patten said that it may be reduced over time as employees reach top step and are only awarded cost-of-living-adjustments (COLA). Mr. Blanchard mentioned that COLA adjustments based on Consumer Price Index increased significantly recently and that could impact adjustments in the future. Mr. Alfonse expressed his preference for considering COLAs awarded by the City and Town when determining any District COLA.

Mr. Beauregard asked Mr. Alfonse to get final comments from the Collins Center before the December 7, 2021, meeting.

Mr. Alfonse noted that the Collins Center has presented recommendations regarding performance based adjustments. He said it would be implemented in the future to give time to set goals and objectives and employees a period of time to achieve them.

Mr. Patten suggested amending the table to limit the adjustment for years in position to a maximum of two steps.

Motion by Ms. LeBlanc to table discussion until December 7, 2021, meeting, seconded by Mr. Blanchard. All voted in favor. Motion passed 5 – 0.

b. District employee health insurance

Chairperson Beauregard asked for a motion to discuss District employee health insurance. Motion made by Mr. Patten, seconded by Ms. Cabral-Mosher.

Mr. Alfonse reviewed the memo.

Motion to place on file and table item for the next meeting. Motion made by Ms. LeBlanc, seconded by Ms. Cabral-Mosher. All voted in favor. Motion passed 5 – 0.

c. Discussion of District subcommittees

Chairperson Beauregard asked for a motion to discuss District Subcommittees. Motion made by Mr. Patten, seconded by Ms. LeBlanc.

Chairperson Beauregard reminded members if they were interested serving on any subcommittees to let the group know.

Motion to table item for next meeting made by Mr. Patten, seconded by Ms. LeBlanc. All voted in favor. Motion passed 5 – 0.

- d. Items which could not have been reasonably anticipated 48 hours in advance
None

6. Set Date for Next Meeting

Next meeting is scheduled for Tuesday, December 7, 2021, at 8:00 a.m.

The board set the January meeting for Thursday, January 13, 2022, at 8:00 a.m., and discussed meeting schedule.

7. Adjourn

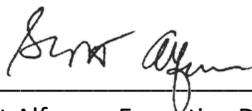
Chairperson asked for a motion to adjourn. Motion made by Ms. LeBlanc, seconded by Mr. Blanchard. All voted in favor. Motion passed 5 - 0.

Meeting was adjourned at 9:21 a.m. on November 16, 2021.

MEMOS

- 6a FY 21 Financial Statements dated 11/9/2021
- 6b. Reserve Accounts / Fiscal Year 2021 Reconciliation dated 11/9/2021
- 6c. Proposed revision to Procurement and Contract Execution policy dated 11/10/2021
- 6d. Director's Report dated 11/10/2021
- 7a. Classification and Compensation Study Update dated 11/10/2021
- 7b. Employee Health Insurance dated 11/10/2021
- 7c. District Subcommittees attachment dated 9/23/2020

Approved by vote of District Committee on Tuesday, December 7, 2021.



Scott Alfonse, Executive Director